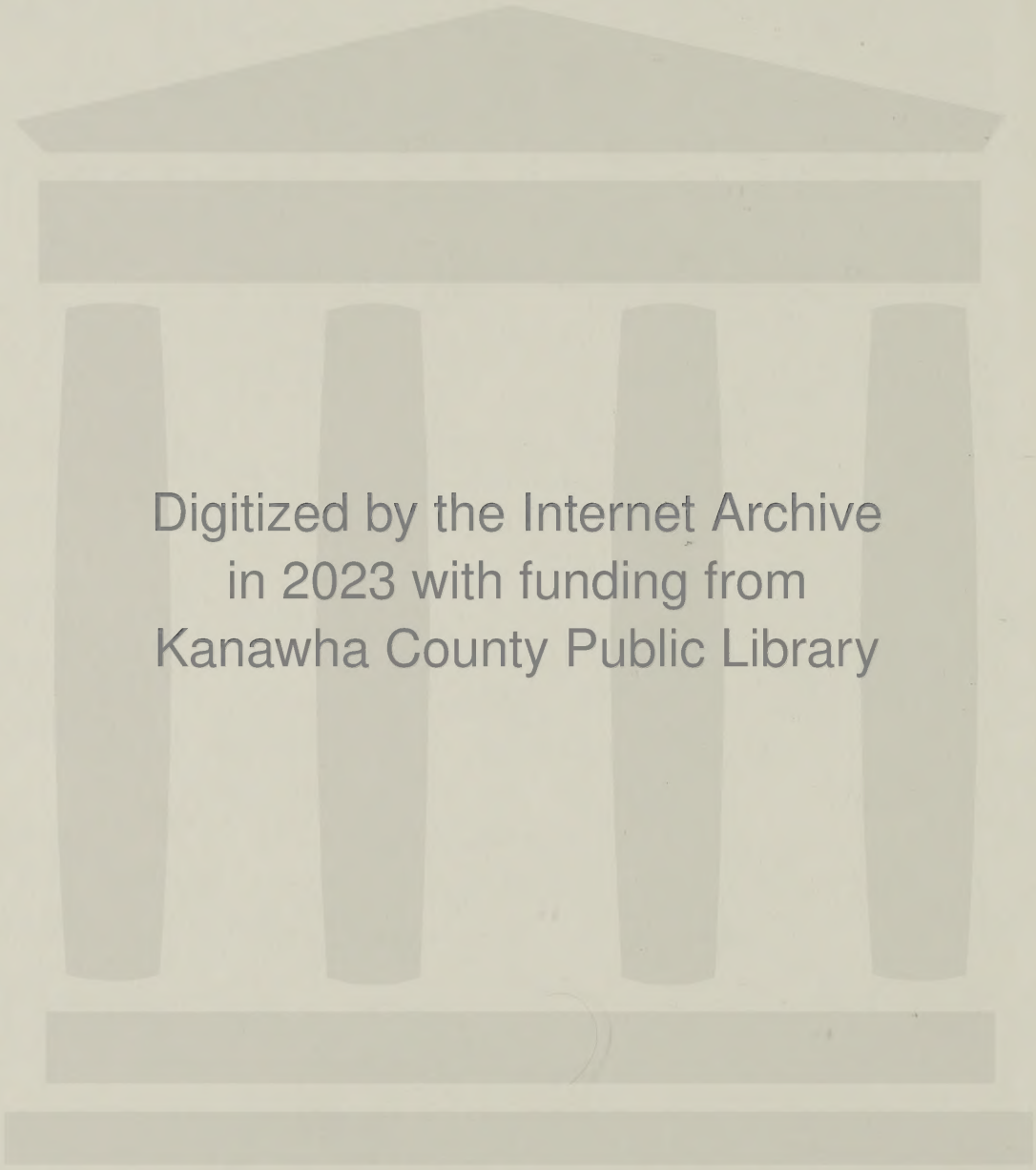

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MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 2, 2010

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 2, 2010 at 8:30 a.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Ms. E. Lord
Ms. S. Poffenbarger
Ms. A. Silbernagel
Mr. M. Smith
Ms. J. Whitehead
Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the June 12, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $63,105.05 and the General Bills in the amount of $92,190.39 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,235.05 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $85.43 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Board members discussed receiving more information on which to base approval of bills. Mr. Engelbert will undertake to provide a check register or other documentation of bills to be approved for payment at Board meetings.

NEW BUSINESS:

1. Election of Board Officers. Based on the report of the Nominating Committee of June 12, 2010, a motion was duly made and seconded to elect the following as officers of the KCPL Board of Directors for the fiscal year 2010-2011:

Mr. Mike Albert, President
Mr. Matt Smith, First Vice-President
Dr. Kenneth Bailey, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

Mr. Withrow suggested that the vote on the slate of officers be deferred until the continuation of the Annual Meeting when more Board members might be present. The original motion was withdrawn and upon a motion duly made, seconded, and unanimously approved the vote on the election of officers was deferred until the continuation of the Annual Meeting.

2. Annual Meeting. The continuation of the KCPL Board of Directors Annual Meeting is set for Monday, July 19, 2010 at 2 p.m at the Main Library, 3rd Floor Ray Room.

There being no further business the meeting was adjourned.

Michael G. Albert
President

Alan Engelbert
Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 19, 2010

The continuation of the Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday July 19, 2010 at 2 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Mr. M. Smith
Dr. K. Bailey	Mr. P. Smith
Ms. N. Chilton	Ms. P. Tarr
Ms. C. Cloer	Ms. J. Whitehead
Ms. S. Poffenbarger	Mr. J. Withrow
Ms. A. Russell	Ms. K. Woody

Also present were Mr. Alan Engelbert, Director; Ms. Elizabeth Fraser, Reference Supervisor; Craig Lefteroff, Reference Librarian; and Ms. Tricia Stringer, Administrative Coordinator. In addition, the meeting was attended by a number of staff members and patrons.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 2, 2010 meeting were approved as distributed to the Board.

Prior to Approval of Bills, Mr. Engelbert reviewed with members the KCPL check register for payment of bills, distributed to the Board prior to the meeting.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $58,193.65 and the General Bills in the amount of $40,203.46 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,905.56 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,315.11 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

1. Election of Board Officers. Based on the report of the Nominating Committee of June 12, 2010, a motion was duly made, seconded and unanimously passed to elect the following as officers of the KCPL Board of Directors for the fiscal year 2010-2011:

Mr. Mike Albert, President
Mr. Matt Smith, First Vice-President
Dr. Kenneth Bailey, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

2. Annual Report. Mr. Albert thanked the attendees for coming to the meeting. He then acknowledged the service of former board members Charlene Byrd, Jeff Miller and T.D. Kauffelt and introduced new members Elizabeth Lord and Jim Withrow. He further acknowledged and thanked the Foundation Board, the Friends Steering Committee, Branch Advisory Boards and the Library staff. Mr. Albert updated the attendees on recent accomplishments and library issues that the Board has focused on over the past year.

Mr. Engelbert thanked Mr. Albert for his many contributions to the Library and the Board. He then spoke about the Annual Report and highlighted the list of contributors and many of the recent accomplishments of KCPL. Mr. Engelbert then thanked all involved with KCPL for their continued work and support, particularly the staff.

3. Taking the Library with you: Internet Based Library Resources. Mr. Engelbert introduced Ms. Elizabeth Fraser who presented the Annual meeting program. She has been with the library for 25 years and is currently KCPL's Reference Supervisor. Ms. Fraser's presentation focused on the electronic resources that the library has to offer.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
August 9, 2010

A Regular Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday August 9, 2010 at 4 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. C. Cloer
Ms. J. Pauer
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Mr. P. Smith
Ms. P. Tarr
Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director; Ms. Ginny George, 2nd Vice President of the Library Foundation of Kanawha County; Ms. Linda Miller, Associate Director for Public Services; Ms. Susanna Holstein, Manager for Facilities and Security; Ms. Patty Tompkins, Development Coordinator; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 19, 2010 meeting were approved as distributed to the Board.

Prior to Approval of Bills, Mr. Engelbert reviewed with members the KCPL check register for payment of bills, distributed to the Board prior to the meeting.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $50,784.62 and the General

Bills in the amount of $155,245.93 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,929.51 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $710.63 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Foundation Board Presentation:

Ms. George updated the Board on the progress of the "Open a Modern Classic Campaign" and about the current Ray Challenge, which runs through September 30th. Ms. George emphasized the importance of 100% Board participation in the capital campaign.

Director's Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The KCPL Summer Reading Program was as a success. There was a 14% increase in participation in the children's summer reading club, most likely attributed to the Jack Hanna event and related library programs throughout the summer. There was a slight decrease in the Teen program and an increase in the Britton Club (Adult). Congratulations and thanks to all the staff who assisted with these programs and the program coordinators Katie Ross, Amy Arey and Kim Dankovich-Taylor.

- The Street Fair was another high point of the summer. It was widely attended. We are gearing up for the WV Book Festival, which promises to be very exciting this year.

- Mr. Engelbert met with the Marmet, Clendenin and Elk Valley Branch Advisory Boards regarding the recently completed KCPL audit and the changes recommended to advisory board structures. KCPL will continue to work with the Branch Advisory Boards on this issue.
- Mr. Engelbert has been asked to explore ways in which the Library can participate in Charleston's Sister City relationship with Banska Bystrica, Slovakia. He is meeting with the delegation that journeyed to Banska Bystrica and will participate in an upcoming teleconference with Slovakian library and humanities professionals.

- The Long Range Plan calls for a review of current policies, both internal/HR policies and policies that affect public service. Review has commenced in some areas and

recommendations will come to appropriate committees and the Board in the coming months.

- Cathy Pierce has been hired as the Riverside Branch Manager. She will be training at the Main Branch prior to taking over as manager at Riverside. Pat Abbott will split time between Sissonville and Riverside during the transition period.

- Mr. Engelbert announced new hours for the Children's department and Tech Lab. This will increase services by 7 hours without increasing staff.

Staff Report:

Mr. Engelbert reported to the Board that changes to stack configurations on the 1st and 2nd floors required under our agreement with the Department of Justice and the Americans with Disabilities Act have begun at the Main Branch and are progressing well. Staff has been working on moving the stacks and reorganizing the collection in order to make it flow better for patron use. Mr. Engelbert complimented the many staff involved with planning and carrying out this large and complex project.

He then introduced Susanna Holstein and Linda Miller to discuss this further. ADA compliance regarding the collection has been completed at the branches, as have all other requirements at branches with the exception of Elk Valley. Staff has been working off the established schedule to facilitate the movement of the stacks at Main. The 1st and 2nd floor stacks will be longer and wider, with turnabouts at the ends of the aisles. One consequence of this move is that the 2nd floor has lost seating for patrons. Reference has been weeding the collection in order to adapt to the new space available. The required annual ADA report to the DOJ has been submitted, prior to deadline.

REPORTS OF COMMITTEES:

Financial Affairs Committee. Mr. Smith advised that the committee met on September 4th to discuss carry over requests from the 2010 to the 2011 Budget. Mr. Ruestle confirmed this is common practice at governmental entities and an annual activity. Mr. M. Smith reported that the Financial Affairs Committee has reviewed the carryover requests submitted by Mr. Engelbert and recommends they be accepted.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

RESOLVED, That the fiscal year 2010/2011 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

OPEN INVOICES/ENCUMBRANCES

Department	Account	Encumbrance
Administration	Audit	$6,000.00
Administration	Recruiting	$828.75
Administration	Supplies	$53.04
Adult Services	Programming	$35.00
Adult Services	Supplies	$115.40
Children's	Furniture & Equipment	$653.82
Children's	Programming	$300.00
Cross Lanes	Building Repair & Maintenance	$165.44
Dunbar	Furniture & Equipment	$848.00
Dunbar	Supplies	$82.00
Facilities	Community Participation Grant	$4,961.00
Facilities	Housekeeping Supplies	$55.08
Facilities	Cooling Tower Final Payment	$7,700.00
Marketing & Development	Advertising	$9,096.50
Marketing & Development	Book festival	$5,725.00
Marketing & Development	Programming	$175.00
Popular Materials	Supplies	$28.95
Riverside	Furniture & Equipment	$1,772.65
Construction Fund		$262.25
	SUBTOTAL	$38,857.88

UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS

Automation	Move to Automation Equipment	$111.96
Facilities	Move to Automation Equipment	$39.00
Marketing & Development	Move to Automation Equipment	$3,000.00
Clendenin		$283.84
Cross Lanes		$2,034.73
Dunbar		$1,600.00
Elk Valley		$3,840.00
Nitro		$663.43
Sissonville		$1,603.35
	SUBTOTAL	$13,176.31

OTHER

Automation	Equipment	$3,200.00
Cross Lanes	Furniture and Equipment	$4,000.00
Marketing & Development	Book festival	$30,407.41
Nitro	Collection Materials	$4,387.04
	SUBTOTAL	$41,994.45

Grand Total $94,028.64

NEW BUSINESS:

Mr. Albert advised the Board that New Business would be taken up prior to Old Business.

Appointment of Committees: President Albert distributed a copy of the updated standing committee assignments for 2010-2011 to the Board. Directors were invited to contact Mr. Albert if they had any concerns with standing committee assignments. All members found the list agreeable.

Litigation – Board of Education: Ms. Tarr excused herself from the meeting. Mr. Albert summarized the recent newspaper articles regarding the lawsuit. Additional information will be presented to the judge in the next few weeks. Ms. Tarr returned to the meeting.

OLD BUSINESS: EXECUTIVE SESSION

Update: Elk Valley Facility:

Update: Property Acquisitions:

Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss the above referenced old business. Following adjournment of the executive session, the public Board meeting resumed. No action was taken on matters discussed in executive session.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

September 13, 2010

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, September 13, 2010 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Dr. K. Bailey	Ms. A. Silbernagel
Ms. N. Chilton	Mr. P. Smith
Ms. E. Lord	Ms. P. Tarr
Ms. S. Poffenbarger	Ms. J. Whitehead
Mr. H. Reustle	Mr. J. Withrow
Ms. V. Rugeley	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Rachelle Beckner, Manager for Marketing and Development; Ms. Patty Tompkins, Development Coordinator; Ms. Cathy Pierce, Branch Manager, Riverside; and Ms. Karan Ireland, Benefits Coordinator.

Also present were Mr. Chris Winton, attorney for the Library, and Mr. Steve Branner, ZMM.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and carried by the majority the minutes of the August 9, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $108,326.87 and the General Bills in the amount of $155,040.94 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,883.81 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $6,627.23 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Ms. Cathy Pierce was introduced as the new Branch Manager of Riverside, coming to us from Tampa, Florida. She is also responsible for the Marmet and Glasgow branches and the Mobil Library. The Board welcomed her to KCPL.

REPORTS OF COMMITTEES:

Building Committee. In Mr. Smith's absence, Mr. Engelbert reported for the Building Committee on progress regarding lease of a building at The Crossings Mall in Elkview to serve as the Elk Valley branch. A draft of the proposed lease had been previously distributed to the Board. Mr. Winton of Ray, Winton, and Kelley, highlighted key provisions of the document including: initial and optional term; annual rent; construction and fit out by the landlord; landlord's guarantee against differential settlement; the need for, and availability of, fiber optic services; and the fact that the lease can be cancelled by KCPL under certain circumstances.

At the suggestion of Mr. Withrow, the lease will be amended to require that the landlord provide notice prior to the expiration of the initial lease term. Mr. Winton will draft appropriate language which will be included in the lease agreement.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

WHEREAS, pursuant to its Long Range Plans, the Kanawha County Public Library Board of Directors will be replacing the existing Elk Valley Branch facility with a new facility; and

WHEREAS, the existing Elk Valley facility requires major modifications to be performed before year end to bring one floor of the building into compliance with the Americans with Disabilities Act (ADA) for public use and to bring both floors of the facility into compliance with applicable building codes; and

WHEREAS, the officers of the Library Board have entered into discussions concerning leasing an existing, vacant building in the Crossings Mall in Elkview that is readily modifiable to meet all Library operational requirements including ADA compliance; and

WHEREAS, lease terms and costs and the extent and quality of building modifications ("Fit out") have been beneficially negotiated by officers of the Library Board with Interstate Properties, LLC, the owner of the Crossings Mall and the building located on the Mall property;

WHEREAS, leasing a new facility in Elkview to replace the existing facility which requires major modifications would be in the best interests of library patrons in Kanawha County,

NOW THEREFORE BE IT

> RESOLVED, that the Board of Directors of the KCPL hereby authorizes the President or the Director on behalf of the KCPL to enter into a lease agreement with Interstate Properties LLC substantially in accordance with the terms and conditions contained in the draft lease document tendered today as may be modified by the President or the Director as they deem reasonable and in the best interests of KCPL.

Mr. Branner, ZMM Architects, reported on the quality specifications for the fit out of the leased space, floor plans and monitoring of construction. He estimated that the project could be completed sometime in January or February, 2011. Mr. Engelbert noted that the existing contract with ZMM, which called for services on new construction, requires modification to reflect the use of an existing building.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

WHEREAS, the Kanawha County Public Library has entered into an agreement with ZMM, Inc. to provide architectural services necessary to construct a new Elk Valley Branch facility; and

WHEREAS, the Library has entered into an agreement to lease a building in the Crossings Mall in Elkview, West Virginia to serve as the branch facility serving the needs of the residents of Elkview and vicinity for a minimum of ten years; and

WHEREAS, the fit out of the facility will require the services of an architect; and

WHEREAS, ZMM, Inc. has demonstrated previous satisfactory knowledge of the Library's facilities and needs, including the needs for the Elk Valley facility; and

WHEREAS, ZMM, Inc. has submitted proposed modifications to the existing contract between ZMM and the Library to reflect the fit out of a leased facility instead of construction of a new facility, which modifications are acceptable to both ZMM and the KCPL;

NOW THEREFORE BE IT

RESOLVED, that the Board of the KCPL hereby authorizes the President or the Director on behalf of the KCPL to enter into a revised agreement with ZMM, Inc. substantially in accordance with the terms and conditions of the revised agreement as presented today as may be modified by the President or the Director as they deem reasonable and in the best interests of KCPL.

Mr. Albert reported that the acquisition of property referred to as the Fibernet Building was proceeding according to terms authorized by the Board.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert thanked the staff team that is working on the plans for the new Elk Valley facility in conjunction with ZMM.

- Bernie Deem of Deem HR was present at the August Cabinet meeting. Cabinet is composed of all KCPL staff that have supervisory and administrative responsibilities in the KCPL system. Ms. Deem led a session on "Building High Impact Relationships." This program was presented in keeping with the goals of the long range plan relating to leadership development.

- Implementation of the long range plan will also include putting together teams to help review policies governing the operation of KCPL and bringing recommendations to the Board for approval. Cabinet members will help in redrafting any policies and procedures that warrant amendment. A team is already reviewing circulation policies. Another policy that will receive immediate attention is the meeting room policy. Mr. Engelbert suggested that any changes in the policy governing use of meeting rooms be implemented initially only at Elk Valley and then rolled out to other branches.

- Mr. Engelbert is a member of the nominating committee of the Foundation's Board. The Foundation is seeking to replace two members and add additional members. Potential members are first accepted by the Foundation Board and then approved by vote of the KCPL Board.

Staff Report:

Ms. Beckner reported on KCPL's efforts during the National Library Card Sign-Up Month, which takes place every September. KCPL is conducting a "Bring a Buddy" program, and for the second year is partnering with area businesses to offer discounts to customers who present their library cards during September. Ms. Beckner distributed a list of participating businesses and urged Board members to present their cards when buying products or services from these businesses. The program has been popular with cardholders and merchants alike.

Ms. Beckner also updated the Board about the progress of the Ray Challenge. The Ray Challenge provides a match of $100,000 if $300,000 in new gifts and pledges to the Open a Modern Classic capital campaign can be raised by September 30th. Ms Beckner announced that a very generous gift to the library through the estate of the late Dr. Charlene Byrd brought the campaign to within $30,000 of reaching the $300,000 goal, and that she is comfortable that we can reach the goal.

OLD BUSINESS:

None.

NEW BUSINESS:

Study Proposal. Mr. Albert sought proposals from a number of West Virginia academic institutions to conduct a study to evaluate the economic impact of new library facilities and services. The Board received a copy of the proposed scope of work and methodology for conducting the study developed by Dr. Cal Kent of the Center for Business and Economic Research at Marshall University. Assuming the proposal is acceptable to the Board, the West Virginia Library Commission has agreed to fund $12,000 of the $15,000 proposed cost. The Library Foundation and KCPL will split the remaining cost.

Upon motion duly made, seconded and carried by the majority, Mr. Albert and Mr. Engelbert were authorized to negotiate the final scope of work and the contract with CBER on behalf of the Board at a cost not to exceed $15,000

The final order of new business was the call for the passage of the VolunTEENS Resolution. KCPL implemented the VolunTEEN program sixteen years ago in an effort to utilize the talents and energies of teenage volunteers during the summer months. This resolution commended the 104 VolunTEENS who participated in the 2010 program.

Upon motion duly made, seconded and unanimously carried, the following resolution was approved:

WHEREAS, volunteer service is a very important contribution to the improvement of the quality of life in all communities; and

WHEREAS, the Kanawha County Public Library system in 1994 initiated a volunteer program aimed at utilizing the talents and energies of teenagers during the summer; and

WHEREAS, the Library system's award-winning VolunTEENS program has become a significant complement to the system's community service orientation, particularly during the Children's Summer Reading Program; and

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library system hereby commends the VolunTEENS for their active participation in the system's 2010 VolunTEENS program and for the many hours of service they contributed to the library system and the community.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

October 11, 2010

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, October 11, 2010 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Ms. E. Lord
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Mr. P. Smith
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Rachelle Beckner, Manager for Marketing and Development; Ms. Pam May, Marketing Supervisor; and Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the September 13, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $110,171.12 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha. In accordance with Bylaws and on motion duly made, seconded, and adopted, with Mr. J. Withrow voting in the negative, the payment of General Bills in the amount of $196,959.31 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,909.55 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $2,199.84 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert reported to the Board that the contract with the Center for Business and Economic Research at Marshall University has been signed and work on the economic impact study has begun. Mr. Engelbert has met with Dr. Calvin Kent and Emily Hagan to discuss the logistics of carrying out the study and to develop a list of information to be provided, all of which has been supplied to date.

- A lot of staff effort has gone into the planning of the Elk Valley branch project, in conjunction with ZMM. The new branch location is projected to open in February.

- Mr. Engelbert and other staff members will attend all or part of the West Virginia Library Association Annual Conference to be held at Stonewall Resort in Roanoke, WV.

- Mr. Engelbert provided orientation to the two new Foundation Board members, Ms. Heather Lyons and Ms. Michelle Calvert.

- Members of the Book Festival Committee continue to explore in detail the possibility of holding the West Virginia Book Festival at the University of Charleston.

- Mr. Engelbert invited Ms. Beckner to report on the Ray Challenge. Ms Beckner reported that we exceeded the goal of $300,000 set by the Ray Challenge and the total amount raised. A celebration will take place on October 19th at the site of the new main library. She encouraged all Board members to attend.

Staff Report:

Ms. Pam May updated the Board on the final schedule for the WV Book Festival to be held October 16th &17th at the Charleston Civic Center. She distributed the map of the festival and author schedules. The library has received a significant number of inquiries regarding the two headlining authors, Nicholas Sparks and Diana Gabaldon. We expect record attendance for this year's festival. In addition to the head count at the festival, we have requested parking numbers from the Civic Center and Towne Center Mall.

REPORTS OF COMMITTEES:

Finance Committee. Mr. M. Smith reported that the committee met to discuss proposed amendments to the 2010-2011 budget. These include acceptance of grants awarded to KCPL and transfer of funds in connection to the Elk Valley project. The committee voted to forward the proposed amendments to the Board with a recommendation they be approved by the Board.

Upon motion duly made, seconded and adopted, the following resolution was approved:

RESOLVED, that the 2010-2011Kanawha County Public Library Budget be amended as follows:

a. Accept $28,000 in Community Participation Project funds (the former Budget Digest);
b. Accept $12,000 from the West Virginia Library Commission in the form of an LSTA grant for the CBER study;
c. Transfer $45,000 from undesignated reserves to Capital Projects Fund-Elk Valley-Professional Fees to pay architectural fees to ZMM;
d. Transfer $15,000 from undesignated reserves to Capital Projects Fund-Elk Valley to pay moving costs from the current to the leased facility;
e. Transfer $53,125 from undesignated reserves to Elk Valley-lease payment to cover the costs of leasing the facility at the Crossings Mall for 6 months;
f. Transfer $10,000 from undesignated reserves to Elk Valley–Collection materials to allow for an opening day collection;
g. Transfer $17,500 from Contingency to Elk Valley-Part Time Paraprofessional to allow for additional staff/hours at the EV branch when it opens

Audit Committee. Mr. Albert reported that the Audit Committee met to discuss, evaluate and score proposals received from firms wishing to conduct the 2009-2010 audit of the KCPL and the Library Foundation. The committee recommends that the proposal from Perry & Associates be accepted pending interview and reference checks.

It was moved, seconded and carried that the Board of Directors of the KCPL hereby authorizes the President or the Director on behalf of the KCPL to execute a contract with Perry & Associates to conduct the Fiscal Year 2010 audit for KCPL and the Foundation contingent on satisfactory completion of an interview and reference checks.

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Renovations at the new site have begun. ZMM continues to work on the plans for the branch. The floor layout is completed. Interior design work has commenced and should be advanced enough to be presented to the Board at the November meeting. Steve Branner of ZMM has had preliminary discussions with the owner regarding construction and renovation, with more detailed discussions involving Interstate Properties, ZMM and Library officials to follow.

NEW BUSINESS:

Foundation Membership. The Foundation Board has gone through an extensive process to identify and recommend new members to serve on the Board. Mr. Albert presented biographical information about the proposed new members and reported that the Foundation is currently seeking additional members to expand the Board, in accordance with the Foundation's bylaws. The Foundation Board recommended further that a number of current members whose term is expiring be reappointed for an additional six year term.

Upon motion duly made, seconded and adopted, the following resolution was approved:

RESOLVED, that the following people be reappointed as members of the Board of the Library Foundation of Kanawha County, Inc.

Kathy Becker for a term expiring 2016
Tom Heywood for a term expiring 2016
John L. Ray for a term expiring 2016
Larry Rowe for a term expiring 2016
Steve Wehrle for a term expiring 2016

AND be it further

RESOLVED, that the following people be appointed as members of the Board of the Library Foundation of Kanawha County, Inc.

Bryan Cokeley for a term expiring 2016
Michelle Calvert for a term expiring 2012
Heather Lyons for a term expiring 2012

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

November 8, 2010

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, November 8, 2010, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Ms. C. Cloer
Ms. E. Lord
Ms. J. Pauer
Mr. H. Reustle
Ms. V. Rugeley
Ms. A Russell
Ms. A Silbernagel
Mr. M. Smith
Mr. J. Withrow
Ms. Karen Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Rachelle Beckner, Manager for Marketing and Development; Ms. Ellie Teaford, Elk Valley Branch Manager; and Tricia Stringer, Administrative Coordinator.

Also in attendance were Mr. Steve Branner and Ms. Jill Watkins of ZMM, Inc.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the October 11, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $78,967.05 and the General Bills in the amount of $219,524.45 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $988.44 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $2,162.68 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert reported that the WV Book Festival was a terrific success. Over 2,500 people attended the Nicolas Sparks event and attendance was very good at all programs. The used book sale was the most successful ever. Mr. Engelbert thanked the many staff and volunteers involved with this very major effort on the part of the Library and cosponsoring organizations.

- Mr. Engelbert thanked Ms. Beckner, Ms. Tompkins and the Friends Steering Committee for organizing the event at the site of the New Main Library to acknowledge donors and celebrate the success of the Ray Challenge.

- The patron survey portion of the Marshall University study of the impact of library services began today and concludes November 21st. The survey is available online and to visitors at all KCPL facilities and the Mobile Library.

- Mr. Matt Smith, Accounting Manager Kim Runion and Mr. Engelbert met with Perry & Associates regarding the Fiscal Year 2010 audit of the Library and the Foundation. The interview went well and we will contract with Perry & Associates for this audit.

- A meeting with the Kanawha County legislators will be planned for December to discuss the Library's legislative agenda for the upcoming session.

- The process to develop the 2011-2012 Budget has begun.

- The old Bookmobile was retained in case it would be needed to provide service at Elk Valley during renovations. That will no longer be necessary. Per previous action by the Board, criteria for disposal of the Bookmobile to another West Virginia library or to a non-profit organization in Kanawha County will be developed and presented to the Finance Committee for approval.

- The renovations to the leased building at the Crossings Mall have begun. Demolition has taken place per specifications developed by ZMM, with the build out to commence after final decisions are made regarding relatively minor changes to the scope of work and associated costs. A meeting with the owner about these matters is scheduled for November 10th.

- Ms. Beckner and Ms. Tompkins have been working with the Elk Valley Branch Advisory Board regarding fundraising to help equip and furnish the building. Ms. Beckner announced that the Elk Valley Branch Advisory Board has initiated a $20,000 matching challenge. Ms. Beckner and Ms. Tompkins will continue to follow up and assist throughout this process.

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Mr. Engelbert introduced Mr. Steve Branner of ZMM, Inc. Mr. Branner summarized the planning that has been completed for the new location. Ms. Jill Watkins reviewed the interior design for the branch, including the color scheme, furniture placement and selection, fabrics, etc. A computer generated color rendering of the proposed décor of the interior of the KV Facility was provided to the Board.

NEW BUSINESS:

Other. Ms. Chilton announced that the Nominating Committee of the Foundation Board recommends that Ms. Michelle Easton be selected serve on the Foundation Board and provided biographical information. Upon a motion made, seconded and duly passed, the nomination of Michelle Easton was approved subject to ratification by the Foundation Board.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

December 13, 2010

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, December 13, 2010, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Dr. K. Bailey	Ms. A. Silbernagel
Ms. N. Chilton	Mr. M. Smith
Ms. E. Lord	Mr. P. Smith
Ms. S. Poffenbarger	Ms. P. Tarr
Ms. V. Rugeley	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; and Tricia Stringer, Administrative Coordinator.

Mr. M. Smith presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the November 8, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $64,498.29 and the General Bills in the amount of $171,433.98 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,295.54 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $2,557.44 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert and the Marketing staff have continued to seek an alternate venue to host the West Virginia Book Festival. While several different venues were investigated, there does not appear to be a viable option at this time, and the Festival will remain at the Civic Center. The Library will continue to explore other options for future Festivals.

- The Marmet Branch Advisory Board has expressed interest in making a presentation to the KCPL Board regarding the Marmet Branch project. Mr. Engelbert spoke to Mr. Albert and they suggest that a KCPL Board meeting take place at the Marmet City Hall, which would include a presentation and a tour of the existing facility. Per discussion among the Board, the February KCPL Board of Directors meeting will be held in Marmet.

- The patron survey portion of the Marshall University study of the impact of library services has been completed, with almost 3,200 responses received. Mr. Engelbert thanked the volunteers and staff for their assistance with the survey.

- Mr. Engelbert attended six Branch Holiday Open Houses. It has been enjoyable to visit the branches and speak with patrons and staff.

REPORTS OF COMMITTEES:

Finance Committee. Mr. M. Smith reported that the committee met to review various resolutions to modify the FY 2011 budget and has forwarded them to the Board with a recommendation they be accepted. After discussion, it was moved, seconded and passed that the matter be tabled.

Per previous Board action, the Finance Committee adopted criteria to be used to donate the old bookmobile to either a WV public library or other Kanawha County nonprofit. Mr. Engelbert will move forward with this process based on the criteria adopted by the Committee.

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Work continues on the new Elk Valley branch. Interior design and selection of furniture, casework and miscellaneous items has been completed. The shelving units are out to bid. Susanna Holstein is working on the logistics of moving, which includes investigation into the use/need for professional collection movers. Jane Hughes is working with Frontier on getting the fiber optic data lines installed. Mr. Albert, Mr. Steve Branner of ZMM and Mr. Engelbert met with Interstate Properties to discuss final plans

for the facility and the cost of changes made to the plans subsequent to adoption of lease terms. The changes include additional light fixtures, automatic door openers, additional electrical outlets and the like. Construction is moving more slowly than anticipated. The new estimate for opening day is mid-march.

Other. Mr. Engelbert reported that the dismissal of a slip and fall claim from the Dunbar Branch has been appealed. The Library's insurance will cover any costs and we are being defended by our insurance carrier. Mr. Engelbert will keep the Board posted on any developments.

NEW BUSINESS:

Retirement Resolution for Garnett Clark. Upon motion duly made and seconded, the following resolution was unanimously approved.

> WHEREAS, Ms. Clark was employed by the Kanawha County Public Library in August 1991 and has submitted her intent to retire effective December 31, 2010; and
>
> WHEREAS, Ms. Clark served as a Library Assistant II in the Dunbar branch from August 1991 until March 1995; and
>
> WHEREAS, Ms. Clark has served as a Library Assistant II in the St. Albans branch from March 1995 until her retirement; and
>
> WHEREAS, Ms. Clark fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;
>
> NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Clark's years of service to the library;
>
> AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Clark a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;
>
> AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Clark.

Other. The KCPL Board of Directors Membership Committee will meet after the first of the year. If any current members have suggestions or nominations for membership please provide them to Ms. Poffenbarger.

The Friends of the Library will hold the Annual Basket Auction on April 9th. The venue will be changed this year from Sunrise to the Columbia Gas Building Auditorium. We are looking for sponsors as well as items for the live auction. The theme this year is "Have Card, Will Travel".

There being no further business the meeting was adjourned.

Vice President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

January 10, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, January 10, 2011, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Ms. N. Chilton
Ms. C. Cloer
Ms. J. Pauer
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Mr. P. Smith
Ms. P. Tarr
Mr. J. Withrow
Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; and Tricia Stringer, Administrative Coordinator.

Mr. M. Smith presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the December 13, 2010 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $103,261.34 and the General Bills in the amount of $63,191.01 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,125.93 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,103.24 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- Marketing and Development Manager Rachelle Beckner has resigned to accept another position. Her last day was January 6th. Mr. Engelbert wished her well in her future endeavors. He is working with Human Resources to post the open position.

- Perry & Associates will begin field work for the Fiscal Year 2010 audit of KCPL and of the Foundation at the end of January.

- The Book Festival Committee has been working on selecting and securing authors for the 2011 Festival. We hope to announce another exciting line up in the near future.

- Staff Development Day will be held on February 23rd at the Ramada in South Charleston. All Board members are invited to attend. Final details regarding the speakers and agenda will be provided prior to the event. An email message was sent today to all staff, Board members and Branch Advisory Board members to solicit nominations for the Linda G. Wright Award for Excellence in Library Service, which is announced at Staff Development Day. The Personnel Committee makes the final selection. Toni Blessing was the award winner last year.

- Mr. Engelbert reminded the Board that the February 14th meeting will be held at the Marmet City Hall. Driving directions to the Marmet branch were distributed. If any members have questions or need transportation, please contact Tricia Stringer or Mr. Engelbert.

REPORTS OF COMMITTEES:

Finance Committee. Mr. M. Smith reported that the committee met on January 6th to review proposed branch assessments for FY 2012. Mr. Engelbert explained to the Board how the amounts were calculated and variances from the current assessments, which are due primarily to adjustments in personnel costs.

Upon a motion duly made, seconded, and carried, the following resolution was approved.

FY 2011/2012 BRANCH CONTRIBUTIONS

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2010 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2011/2012

	10/11 Operating Budget		Current FY Contribution		Proposed Contribution 3.50%	Percent Increase or Decrease
Clendenin	$138,911		$4,729		$4,862	2.81%
Cross Lanes	$242,553		$8,031		$8,489	5.71%
Elk Valley	$233,368		$7,642		$8,168	6.88%
Glasgow	$27,244		$1,029		$954	-7.33%
Marmet	$91,728		$3,231		$3,210	-0.63%
Riverside	$224,293		$7,598		$7,850	3.32%
Sissonville	$244,796		$7,764		$8,568	10.35%
Branch Support Subtotal			$40,024		$42,101	5.19%
Dunbar	$298,235		$65,747		$66,404	1.00%
St. Albans	$426,917		$97,258		$99,448	2.25%
TOTAL			$203,029		$207,953	2.43%

Upon motion duly made, seconded, and carried, the following resolutions were moved from the table for consideration by the Board.

Mr. Engelbert reviewed the sources and purposes for the Community Participation Project grant funds. He stated that the recommendation of the staff and of the Finance Committee is to apply the $25,600 in matching funds to the Construction Fund for the new Elk Valley Branch Library project along with the $1,920 allocated to Elk Valley for various improvements.

Upon motion duly made, seconded, and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2010/11 be amended to receive $33,280 in Community Participation Project grant funds for the purposes specified:

Project Intent:
Kanawha Co. - $25,600- Match private pledges for building fund – Marmet, St. Albans, Elk Valley, Charleston

Clendenin--$1,920 - Various improvements

Cross Lanes--$1,920 - Various improvements

Elk Valley--$1,920 – Various Improvements

Sissonville--$1,920 – Various Improvements

TOTAL $33,280

Upon motion duly made, seconded, and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2010/11 be amended to move $3,840 from Elk Valley - Community Participation grant funds in the Operating Fund to Capital Expense- Elk Valley in the Capital Expense Fund

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Upon motion duly made, seconded, and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2010/11 be amended to receive $5,000 in federal Library Services and Technology Act funds for a "Book Establishment Grant" awarded by the West Virginia Library Commission to assist in the provision of new materials for the new Elk Valley Branch Library.

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Work continues on the new Elk Valley branch. A purchase order has been issued for furniture on state contract, 20 new computers have been received, data cable has been purchased and a proposal accepted for terminating the cables, and fiber optic cable is scheduled for installation next week. The bid for shelving came in below the estimates. The KCPL Banner has been placed on the outside of the building, visible to traffic. Little progress has been made on the build out. Mr. Engelbert received an updated construction schedule that projects completion at the end of February. ZMM regards the schedule as aggressive/optimistic.

NEW BUSINESS:
None

There being no further business the meeting was adjourned.

Vice President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 14, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, January 14, 2011, at 4:00 p.m., at the Marmet Women's Club, Marmet, WV.

The following Board Members were present:

Mr. M. Albert	Ms. A. Silbernagel
Ms. N. Chilton	Mr. M. Smith
Ms. C. Cloer	Mr. P. Smith
Ms. V. Rugeley	Mr. J. Withrow
Ms. A. Russell	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; and Tricia Stringer, Administrative Coordinator.

The following members of the Marmet Branch Advisory Board attended: Ms. Betty Atkins; Mr. Terry Fontalbert; Ms. Marian Hansford, President; Ms. Patsy Hume; Ms. Betty Sheppard.

City of Marmet Mayor Bill Pauley, Councilman Bob Wells and Councilwoman Peggy Jacobs were also present.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the January 10, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $80,503.82 and the General Bills in the amount of $324,119.72 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $4,083.59 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $47,469.28 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Mr. Albert thanked the Marmet Advisory Board for inviting the KCPL Board to Marmet and providing such nice hospitality and the Marmet Women's Club for hosting the meeting. He also welcomed and thanked Mayor Pauley and City Council members Bob Wells and Peggy Jacobs for attending.

Mr. Engelbert echoed Mr. Albert's sentiments and added that the Marmet Advisory Board has been a pleasure to work with over the years. He passed along regrets from Ms. Cathy Pierce, Branch Manager of Marmet, who could not attend due to injury.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- Staff Development Day will be held on February 23rd at the Ramada in South Charleston. All Board members are invited to attend. Mr. Engelbert gave an overview of the day, including featured speaker Tom Peters. Mr. Engelbert thanked Marsha Alford, Tricia Stringer and Karan Ireland for their work in planning the event.

- Library Day at the Legislature is Monday February 28th. As in past years, libraries from around the state will have exhibits for viewing in the rotunda during the day. There will be a reception at the Culture Center from 5-7pm. This provides a great opportunity to speak to legislators.

- Field work has been completed by the auditors from Perry and Associates. A first draft of the Audit Report should be received later this month. After review, the audit will be presented to the Finance Committee prior to Board review and approval.

- A draft of the economic impact study has been received from Center for Business and Economic Research at Marshall University. Ms. Linda Miller, Ms. Susan Murphy and Mr. Engelbert are reviewing the draft and following up with Dr. Kent and Ms. Hagan regarding the data and information specific to public libraries.

- Ms. Miller and Ms. Kay Ferrill have been reviewing and updating the meeting room policy. The updated policy should be ready for Board review and approval in March.

- Applications for the Marketing & Development Manager position are being accepted until February 20th. Mr. Engelbert and HR Manager Marsha Alford will conduct the initial screening and interview of candidates, followed by a second round of interviews with a wider search committee.

REPORTS OF COMMITTEES:

None

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Mr. Engelbert reviewed the history of the Elk Valley Project for those in attendance and discussed the status of construction work underway to prepare the Elk Valley branch for opening. Mr. Engelbert received an updated

schedule that projects completion of construction at the end of March, and with move in and opening tentatively planned for mid-April. ZMM has been coordinating the bids for shelving, furniture, etc. KCPL staff members Ms. Susanna Holstein and Ms. Ellie Teaford have been working on the logistics of the move from the current facility.

NEW BUSINESS:

Board Membership Resolution. Upon motion duly made, seconded and adopted, with Mr. J. Withrow abstaining, the following resolution was approved.

> RESOLVED, that Ms. Jennifer Pauer, Mr. Matthew Smith and Ms. Jerie Whitehead be recommended to the Kanawha County Board of Education for another six year term as a Director of the Kanawha County Public Library, with such six year term to end June 30, 2017.

Mr. Engelbert will forward the resolution to the Board of Education with a request that the Board of Education approve the recommendation of the KCPL Board for the reappointment of Mr. Smith, Ms. Whitehead and Ms. Pauer as Directors for six years.

Marmet Branch Advisory Board & Guests Presentation. Mr. Terry Fontalbert addressed the KCPL Board on behalf of the Marmet Branch Advisory Board. He thanked the KCPL Board for coming to Marmet for their meeting and thanked the City officials for attending.

Mr. Fontalbert distributed a "fact sheet" prepared by Ms. Patty Tomkins that provided background and relevant statistics about the Marmet Branch. He also reviewed the 31-year history of the current Marmet branch and described the limitations of the building. He indicated that a new facility is desperately needed that can better provide service for the community and surrounding area. Mayor Pauley and city council members in attendance expressed their strong support for a new library and their continued support for paying to help defray the operational costs of the library.

Mr. Fontalbert again thanked the Board for the opportunity to speak and invited everyone in attendance to please tour the Marmet Facility immediately following the meeting.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

March 14, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, March 14, 2011, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Silbernagel
Dr. K. Bailey	Mr. M. Smith
Ms. C. Cloer	Mr. P. Smith
Ms. J. Pauer	Mr. J. Withrow
Ms. A. Russell	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Kimberly Runion, Accounting Service Coordinator; and Tricia Stringer, Administrative Coordinator.

Also present were Mr. Bill Wilkinson and Ms. Jodi Altier from Perry & Associates.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the February 14, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $45,357.58 and the General Bills in the amount of $192,073.73 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,945.46 duly certified and approved in accordance with the Bylaws and on

motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,493.75 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- The West Virginia Legislative Session is almost complete. The session was not very productive regarding library issues. The Budget does include a small increase in Grants in Aid to public libraries.

- Work continues on the draft of the economic impact study by the Center for Business and Economic Research (CBER) at Marshall University. Mr. Engelbert thanked Ms. Linda Miller and Ms. Susan Murphy for all of their work in providing data and statistics and their invaluable assistance and thoughtful input in reviewing drafts of the study. Mr. Albert was very involved in shaping the focus and presentation of the study through discussions with Dr. Kent and Ms. Hagan of CBER.

- Recruiting for the Marketing & Development Manager will continue with a second round of interviews with selected candidates scheduled in the coming weeks. Mr. Engelbert hopes to have a decision made after interviews are completed and background and reference checks made.

- Facilities and Security Manager Susanna Holstein has announced her retirement effective May 10th. The recruitment process for the position is underway. Automation and Technical Services Manager Jane Hughes will be retiring in September. We will review her job description and proceed with recruitment in the near future. There may be budget implications depending on the result of these recruitment processes.

- Staff Development Day 2011 was informative and fun. It featured Tom Peters discussing the future of e-reading. Mr. Engelbert discussed potential licensing issues and limits that may arise regarding E-Books and downloadable digital items. He thanked Marsha Alford, Karan Ireland and Tricia Stringer for a well planned and well run day.

- KCPL programming has been doing well. Sunday Jams was widely attended and continues to be a popular program. St. Albans will be hosting acclaimed knitting designer Nicky Epstein at 6:30 pm on Thursday. Staff are now gearing up for the summer reading programs.

REPORTS OF COMMITTEES:

Finance Committee. Mr. M. Smith advised that the audits of Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for FY 2010 were reviewed by the Finance Committee and forwarded to the Board with a recommendation for approval. Mr. Bill Wilkinson and Ms. Jodi Altier were present from the accounting firm of Perry & Associates. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for fiscal year 2010. After a motion duly made, seconded, and carried the Audits for the KCPL and the Library Foundation for Fiscal year 2010 were approved.

On request of Mr. M. Smith, Mr. Engelbert reviewed the Levy resolution with the Board. These amounts were calculated using the same formulas as years past. Mr. Albert advised that the Finance Committee recommends approval of the resolution. Upon a motion duly made, seconded, and carried, the following resolution was approved:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,821,825 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2011;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $931,377 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2011;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,821,825 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2011;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

BASKET AUCTION UPDATE:

Ms. A. Silbernagel reminded the Board the Basket Auction will be held on April 9th at a new location, NiSource Gas and Storage. Ms. Silbernagel showed two baskets to be auctioned and mentioned other baskets that have been donated. The Friends have collected approximately 80 baskets for the silent auction, in addition to items donated for the live auction portion of the

evening. Marketing will be taking photos of the baskets to be auctioned and will put them on the web for the public to preview prior to the event. Ms. Silbernagel urged all Board members to buy tickets and spread the word about our event. Proceeds go primarily to support programming for children throughout the KCPL system.

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Work continues on the build out of the new facility. The Division of Labor shut down the site for several days in response to an inquiry it received regarding prevailing wage issues, which was quickly resolved. Delays in completion of the buildout may create scheduling issues for key staff members during the move into the new facility, depending on when the build out is actually completed. Mr. Engelbert will schedule a meeting with the Building Committee and Mr. Winton to discuss sale of the existing Elk Valley Branch building.

NEW BUSINESS:

National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 10 through April 16, 2011 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 14, 2011 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Mr. Withrow requested that discussion of the Marmet Branch be on the Agenda for the April meeting of the Board. Mr. Engelbert explained that he and Mr. Albert had discussed the matter and intended to form a committee to explore methods of financing the building of a new Marmet Branch which would include representatives of KCPL, the Marmet Advisory Board, the town of Marmet, the Kanawha County Commission, perhaps ZMM as architect for the project, and any other appropriate parties. Mr. Engelbert has discussed this idea with Mayor Pauley and Mr. Terry Fontalbert of the Marmet Advisory Board and suggested to them that a meeting be delayed until after the completion of the Elk Valley project. They were agreeable to that suggestion.

There being no further business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 11, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, April 11, 2011, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. N. Chilton	Mr. M. Smith
Ms. E. Lord	Mr. P. Smith
Ms. S. Poffenbarger	Ms. P. Tarr
Mr. H. Reustle	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terri McDougal, Manager of Children's Services; Ms. Katie Ross, Children's Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Also, in attendance were Ms. Ghee Gossard and Ms Cheryl Morgan from the KCPL Friends Steering Committee and Ms Terry Wooten, the newly hired Marketing & Development Manager.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Engelbert introduced Ms. Terry Wooten to the Board. She will start on April 26th as the Marketing and Development Manager. Ms. Wooten indicated that she is pleased to be working at the Library and eager to start.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the March 14, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $57,695.86 and the General Bills in the amount of $167,584.71 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,849.64 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $97,179.78 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

Basket Auction Update: Ms. Ghee Gossard and Ms. Cheryl Morgan reported that this year's event was a great success. Friends Members have received very positive feedback regarding the new venue. The preliminary numbers indicate this will be the most financially successful basket auction to date. The Board extended their thanks and appreciation to the Friends for all of their hard work. The Friends thanked the Board for their continued support.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- The success of the recruitment process leading to the employment of Ms. Wooten.
- Mr. Engelbert reported that the eight members of West Virginia Deli met recently to plan the future of the consortium. It was decided that membership in the consortium would remain fairly restrictive, and not expand to take in potentially large numbers of smaller libraries as members. Mr. Engelbert is drafting bylaws for WVDeli to implement the decisions made. Some libraries which were very interested in joining WVDeli will be disappointed. The WVDeli Board believes that other consortia will develop to meet the needs of these libraries for downloadable materials or the West Virginia Library Commission will take on these responsibilities.
- Work continues on the budget. Mr. Engelbert will send notice of a meeting of the

Committee. Mr. Engelbert expects that the budget will be completed to present to the Board at the June meeting.

- Proposals are being solicited from Kanawha County not-for-profit agencies and organizations to receive donation of the former bookmobile according to criteria established by the Board. The deadline for proposals is April 25th. The bookmobile was first offered to West Virginia public libraries. No proposals were received.

Staff Report: Ms. Terri McDougal and Ms. Katie Ross demonstrated a new software tool called Evanced Events for scheduling and promoting library programming throughout the system. It greatly increases staff efficiency by eliminating the need to continually retype program information and eliminates the need for paper sign-up sheets since patrons can now register online to attend programs. Patrons can get email reminders of programs they have signed up to attend and notification of new programs in which they might be interested and can also download program schedule information directly into their personal calendars. The rollout of this application was March 22nd. Staff hopes to add an additional software module that will tie together the scheduling of programs and the booking of meeting rooms and will also streamline the booking of meeting spaces by public groups and organizations.

REPORTS OF COMMITTEES:
NONE

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Work continues on the new facility. Mr. Engelbert was recently informed that the most optimistic date for completion of the build out is June 1st, with installation of casework and other items plus time required for moving pushing the actual opening of the facility to approximately July 1st. The additional staff necessary to support 15 additional hours of service at the new facility was hired and trained in anticipation of opening in late April. The Board agreed with Mr. Engelbert's suggestion that hours of service at the current Elk Valley Branch be expanded by 15 hours now rather than waiting until the new facility is finished.

NEW BUSINESS:

Retirement Resolution for Susanna Holstein. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, Ms. Holstein was employed by the Kanawha County Public Library in 1991 and has submitted her intent to retire effective May 11, 2011; and

WHEREAS, Ms. Holstein served as a Library Assistant II in the AV Department in Charleston from August 1991 until August 1992; and

WHEREAS, Ms. Holstein has served as a Library Assistant II/Acting Branch Manager at the Clendenin branch from August 1992 until December 1992; and

WHEREAS, Ms. Holstein has served as a Library Assistant II/ Branch Manager at the Clendenin branch from December 1992 until October 1994; and

WHEREAS, Ms. Holstein has served as a Assistant Department Head/Library Assistant IV in the Children's Department in Charleston from October 1994 until March 1996; and

WHEREAS, Ms. Holstein has served as a Library Operations Supervisor at the Elk Valley Branch from March 1996 until August 2003; and

WHEREAS, Ms. Holstein has served as a Branch Services Manager in the Public Services Department from August 2003 until February 2007; and

WHEREAS, Ms. Holstein has served as the Facilities and Security Services Manager/ADA Coordinator in Charleston from February 2007 until her retirement; and

WHEREAS, Ms. Holstein fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Holstein's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Holstein a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Holstein.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

May 9, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, May 9, 2011, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Mr. P. Smith
Ms. P. Tarr
Ms. J. Whitehead
Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Ms. Susan Murphy, Public Services Analyst and Sirsi Training Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

The following members of the Foundation and Friends were present: Mr. Steve Branner, Ms. Jennie Ferretti, Ms. Ginny George, Mr. Tom Heywood, Ms. Jerri Matheney, Mr. William Porth, Mr. Larry Rowe, and Mr. Steve Wehrle.

Also in attendance were Dr. Cal Kent and Ms. Emily Hagan of the Marshall University Center for Business and Economic Research.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the April 11, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $86,161.92 and the General Bills in the amount of $125,728.17 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,633.60 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $4,502.68 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

ECONOMIC IMPACTS STUDY REPORT: Dr. Kent and Ms. Hagan were in attendance to present the report prepared by the Center for Business and Economic Research (CBER) at Marshall University entitled "Economic Impacts and Valuation Associated with the Construction and Operation of New and Renovated Kanawha County Public Library Facilities." Mr. Albert gave an overview of the project and the process by which CBER was selected and introduced Dr. Kent and Ms. Hagan to present the results.

Dr. Kent commented that the study showed conclusively how much the library contributes both economically and socially to the community and region, and expressed his appreciation for the work of the KCPL staff in helping make the study possible. Ms. Hagan reviewed the methodology and findings of the study in detail. CBER used five separate methods for evaluating the economic impact of proposed library construction projects and the dollar value of library service to the community. Calculations in the study of the value of construction projects and library service are based on assumptions. CBER utilized conservative assumptions to ensure the findings represented a "floor," with actual economic outcomes likely to be greater than projected in the study. Dr. Kent and Ms. Hagan answered questions from the Board and others attending the presentation.

Upon a motion duly made, seconded and unanimously passed, the report was accepted by the Board and made available to the public.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- Facilities and Security Manager Susanna Holstein is retiring effective May 10th. Recruitment of a successor is ongoing and additional interviews are scheduled. Automation and Technical Services Manager Jane Hughes is retiring in September and recruitment has begun. Mr. Engelbert reminded the Board that Ms. Hughes' skills and experience allowed management of automation and technical services to be consolidated into one position. Depending on the recruitment process, it may be necessary to again split the position into two separate positions.
- Work continues on the proposed budget. The Personnel Committee has met and a meeting of the Finance Committee will be scheduled soon to review the entire Budget and forward a recommended Budget to the Board.
- Mr. Engelbert is also developing a draft Budget for the Foundation to present at the next Foundation Board meeting on June 7th.
- Work continues on the WVDeli Bylaws, to be considered at a consortium meeting scheduled for later this month

REPORTS OF COMMITTEES:

Personnel Committee: Dr. Bailey reported that the committee met and recommends that the personnel portion of the budget be forwarded to the Finance Committee with a recommendation that it be approved. He requested that consideration of revisions to Policy 201-Employee Benefits-Paid Leave be deferred.

Membership/Board Development: The Committee did not have a report at this time.

Public Services Committee: The Committee solicited proposals from area not for profit organizations or agencies for donation of the used Bookmobile after no proposals were received from West Virginia public libraries. Eight of the ten proposals received were eligible for consideration under the criteria for donation established by the Board. After review, the Committee recommended that the proposal submitted by the Bread of Life Ministries be accepted and the Bookmobile be donated to them.

Upon a motion duly made, seconded, and carried, the following resolution was approved:

WHEREAS, the Kanawha County Public Library purchased a new Mobile Library in 2010; and

WHEREAS, the Board of Directors voted to allow donation of the 1990 Bookmobile first to West Virginia Public Libraries and then to non-profit or not-for-profit organizations and agencies located in Kanawha County according to criteria established by the Board; and

WHEREAS, proposals were solicited from all West Virginia Public Libraries through notification sent to them by the West Virginia Library Commission but no proposals were received, and

WHEREAS, proposals were then solicited from non-profit or not-for-profit organizations and agencies located in Kanawha County with a number of outstanding proposals received; and

WHEREAS, the Board of Directors carefully considered proposals received and selected the proposal which best responded to the criteria established and was consistent with the use of the vehicle;

NOW, THEREFORE BE IT

RESOLVED, that the Board of Directors of the Kanawha County Public Library hereby authorizes that the 1990 Bookmobile be donated to Bread of Life Ministries, Inc., a Ministry of the Davis Creek Church of the Nazarene, for use as a mobile food pantry according to the proposal submitted and subject to Bread of Life Ministries acceptance of the terms and conditions of the Bookmobile Donation Criteria included in this Resolution by reference and such other agreements, waivers, disclaimers, etc. as may be necessary to protect the interests of the Kanawha County Public Library; and be it further

RESOLVED, that the President of the Board of Directors or the Library Director, be and hereby are, authorized to sign any documents or to take any such other actions necessary to make effective the donation of the Bookmobile to Bread of Life Ministries, Inc.; and be it further

RESOLVED, that the Board of Directors authorizes the Library Director to conduct a "Food For Fines" program similar to that conducted by the Library in previous years to help stock the mobile food pantry.

OLD BUSINESS:

Update on Elk Valley Facility at Crossings Mall. Work continues on the new facility. The existing facility opened an additional 15 hours per week starting on May 2nd, with the extended hours to continue at the new facility when it opens.

NEW BUSINESS:

Appointment of Nominating Committee: Mr. Albert appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Ms. Rugeley, Ms. Poffenbarger and Ms. Woody. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting.

Establish Time, Annual Meeting: The Annual Meeting will be held Friday, July 1. 2011, at 9:00 a.m. in the Ray Room at the Main Branch Charleston.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS

HELD ON

June 13, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, June 13, 2011, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. N. Chilton
Ms. C. Cloer
Ms. S. Poffenbarger
Mr. H. Reustle
Ms. V. Rugeley
Ms. A. Russell
Ms. A. Silbernagel
Mr. M. Smith
Ms. Jerie Whitehead
Mr. J. Withrow
Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Katie Ross, Children's Librarian; Ms. Amy Arey, Teen Collection and Programming Librarian; Ms. Susan Maguire, Collection Specialist Librarian; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Patty Tompkins, Development Coordinator; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The President reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the May 9, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $96,027.68 and the General Bills in the amount of $201,918.42 were approved and transmitted for payment by the Library Director to the Board of Education of Kanawha County.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $5,754.48 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $35,704.14 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

DIRECTORS MONTHLY REPORT:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Tim Venitsanos has been hired as the Facilities and Security Manager. Mr. Engelbert gave a brief overview of Mr. Venitsanos's experience and work history. We are looking forward to his first day on June 27th.
- The Finance Committee met twice since the last Board meeting to review the proposed budget, to be presented to the Board later during this meeting.
- The transfer of the used Bookmobile to Bread of Life Ministries has been completed and they have taken possession of the bus. The Food for Fines program yielded over 1,400 food items and over $3,800 in fines waved.
- The Library is a partial depository for Federal documents. The U.S. Government Printing Office recently conducted an audit of how we manage our collection of Federal documents and make them available to the public. Our program was rated very highly and no issues were identified that required correction. Mr. Engelbert thanked the staff for their work with this service, especially Olivia Bravo, and Elizabeth Fraser and Jane Hughes.
- The final ADA report that was due to the U.S. Department of Justice was filed by Susanna Holstein just prior to her retirement. The last remaining issues to be addressed involve the Elk Valley project. We have been in contact with the Department of Justice to keep them apprised of the Elk Valley construction process. Mr. Engelbert is confident that all required actions have been taken to make our facilities accessible and have been reported as required to the Department of Justice.

- Linda Miller and staff have been reviewing and revising the meeting room policy in anticipation of the EV opening. A Public Services Committee meeting will be called soon to review the changes.
- Mr. Engelbert noted that a hard copy of the previously emailed "Executive Summary" Section of the recent ALA article regarding the state of libraries was distributed with the Board packet.
- The West Virginia Library Association Annual Conference will be held in Charleston on October 4-7th. It has been standard practice in the past for the hosting library to hold a reception for WLVA members. Mr. Engelbert requested that the Main Library close at 5:00 pm on Wednesday October 5th in order to host a reception and library tour for WVLA members from 7-9:00 p.m. The Board had no objection to the early closure on October 5th for this purpose.

Staff Report:

Ms. Ross introduced the Children's Summer Reading Program, "Have Card, Will Travel" and modeled the companion T-shirt. She gave an overview of the program and corresponding prizes. At the time of the meeting, Ms. Ross was pleased to announce that over 1,100 children had registered for the program.

Ms. Arey outlined the Teen Summer Library Program, "Chillax and Read". She noted that each teen who completes the program will have a choice of prize – aluminum water bottle or drawstring backpack. New this year is the option for teens to complete more than the required number of books and be allowed to enter for a grand prize drawing of an IPod Shuffle.

Ms. Maguire presented the Board with an overview of this year's Britton Summer Reading Club for adults. The theme this year is "Travel America, No Passport Required". Ms Maguire brought examples of books from each of the categories. The prize this year is a copy of The Wit and Wisdom of Mark Twain, as this is the 100 anniversary of his death. Ms. Maguire also brought a sign-up sheet and encouraged everyone in attendance to register and read.

REPORTS OF COMMITTEES:

Membership/Board Development. Ms. Poffenbarger reported that the Committee met to review potential new Board members. The Committee recommends that Ms. Cheryl Morgan be nominated for appointment by the Kanawha County Board of Education. Ms. Poffenbarger gave an overview of Ms. Morgan's background and experience, including her work in a school library

and her membership and active participation on the KCPL Friends of the Library Steering Committee.

Upon a motion duly made, seconded, and carried, the following resolution was approved.

> RESOLVED, that Cheryl Morgan be, and hereby is, nominated as a Director of the Kanawha County Public Library to complete the unexpired term of Mr. Jeffrey Miller for the term ending June 30, 2015, and be it further
>
> RESOLVED, that Cheryl Morgan be recommended to the Kanawha County Board of Education for appointment to the Board.

Nominating Committee. Ms. Rugeley reported that the Nominating Committee met and recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2011-2012:

Mr. Mike Albert	President
Mr. Matt Smith	First Vice President
Ms. Elizabeth Lord	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Mr. Albert called for nominations from the floor. Hearing none, he reminded the Board that nominations could also be made at the Annual Meeting on July 1st, at which election of officers will take place.

Finance Committee: Mr. Smith introduced the proposed budget for 2011/2012. The budget has been reviewed by the Personnel and Finance committees and is recommended for approval by the Board.

After discussion, a motion was duly made, seconded, and unanimously carried that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2011/2012 be adopted in the amount of $8,249,053 in the General Fund and $698,500 in the Construction Fund, for a total of $8,947,553.

OLD BUSINESS:

Personnel Committee. Dr. Bailey reported that the Personnel Committee met to discuss recommended changes to Policy 201 regarding Employee Benefits - Paid Leave. There are slight changes in language to clarify existing guidelines. There are two notable areas of enhancement to the policy, including expansion of the definition of immediate family to more accurately reflect the modern family and the addition of an extended family members category for Bereavement Leave; and allowing annual leave to be donated to the Sick Bank under parameters included in the Policy.

The Personnel Committee recommends that the Policy be adopted as modified. Upon a motion duly made, seconded, and carried, the Board approved Policy 201with the modifications as presented.

Update on Elk Valley Facility at Crossings Mall. Mr. Engelbert reported that major progress has been made at the facility. The most recent estimate is that the build out will be completed the week of June 27th. Mr. Albert indicated that he had recently visited the facility and is impressed and excited about the progress that has been made and believes that the Elk Valley Branch will be an impressive facility and a wonderful addition to the KCPL System..

Mr. Engelbert reviewed the tentative moving and grand opening schedule. He estimates the new facility will open to the public on Monday, August 8th. He hopes have the dates finalized in the next week or two and will keep the Board posted on the plans for opening.

NEW BUSINESS:

Establish Time and Date, Continuation of Annual Meeting: The Continuation of the Annual Meeting will be held Thursday, July 21, at 2:00 p.m. at the Sissonville Branch.There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
July 1, 2011

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Friday, July 1, 2011 at 9:00 a.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert
Dr. K. Bailey
Ms. J. Pauer
Ms. S. Poffenbarger
Mr. M. Smith
Ms. J. Whitehead
Mr. J. Withrow

Also present were Mr. Alan Engelbert, Director and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and adopted, the minutes of the June 13, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and adopted, the payment of Book Bills in the amount of $92,755.66 and the General Bills in the amount of $94,400.70 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $1,218.96 duly certified and approved in accordance with the Bylaws and on motion duly made, seconded, and adopted, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $20,149.39 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and adopted, it was ordered that the bills set forth on the list be paid.

NEW BUSINESS:

Election of Board Officers. Mr. Albert and Mr. Matt Smith excused themselves from the meeting. Based on the report of the Nominating Committee of June 13, 2011, a motion was duly made and seconded to elect the following as officers of the KCPL Board of Directors for the fiscal year 2011-2012:

Mr. Mike Albert, President
Mr. Matt Smith, First Vice-President
Ms. Elizabeth Lord, Second Vice-President
Mr. Alan Engelbert, Secretary/Treasurer

It was moved by Mr. Withrow, seconded by Ms. Poffenbarger to amend the motion to accept the report of the Nominating Committee as presented but to defer final action on the election of the slate of officers to the July 21, 2011 meeting of the Board of Directors. The amendment failed on a vote of one to four. The main motion was then adopted by unanimous vote.

Mr. Albert and Mr. M. Smith returned to the meeting.

Other. Mr. Engelbert gave a short update on progress of the build out at the Elk Valley Branch. He will be visiting the branch later today in conjunction with ZMM to develop a punch list. Barring major problems, the schedule for completion of the build out and moving from the current facility to the new facility should be achievable. An invitational reception will be held on August 4th and the grand opening and ribbon cutting ceremony will be held on August 8th. Since August 8th is the date of the regular meeting of the Board, Mr. Engelbert suggests the meeting be held at the new facility. More details will follow.

The continuation of the KCPL Board of Directors Annual Meeting is set for Thursday, July 21, 2011 at 2:30 p.m. at the Sissonville Branch Library. There will be a Library Board of Directors Meeting at 2:00 p.m.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

August 8, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, August 8, 2011 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Dr. K. Bailey	Ms. A. Silbernagel
Ms. N. Chilton	Mr. M. Smith
Ms. E. Lord	Mr. P. Smith
Ms. J. Pauer	Ms. J. Whitehead
Ms. S. Poffenbarger	Mr. J. Withrow
Mr. H. Reustle	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Patty Tompkins, Development Coordinator; and Ms. Karan Ireland, Benefits Coordinator.

Also present was Chris Winton of Ray, Winton and Kelley, PLLC.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present. Mr.Withrow took the opportunity to compliment the staff who made presentations at the continuation of the Annual Meeting held on July 21st at the Sissonville Branch.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the July 21, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $57,199.82 and the General

Bills in the amount of $125,106.65, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $735.72 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $78,624.58 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

REPORTS OF COMMITTEES:

None.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The opening of the Elk Valley branch has been postponed due to the need for an inspection by the Fire Marshall. The inspection is scheduled for Tuesday, August 9, 2011 at 8 am.

- The donor reception for the Elk Valley branch was held on Thursday, July 28th with the agreement of the Fire Marshall. The event was a success and the comment by those attending about the new branch was positive.

- Mr. Engelbert will seek to schedule a meeting of the Building Committee to discuss the process of selling the old Elk Valley facility. A meeting of the Finance Committee will be scheduled to consider carryover requests from the fiscal year 2011 to the fiscal year 2012 budget.

- The Library advertised nationally for a head of the Automation and Technical Services Departments. No viable applications were received. The position will be split, and the Automation Manager position has been advertised locally. Mr. Engelbert expressed concern that filling this and other positions may be affected by the uncertain funding of the Library.

- A "digital bookmobile" is scheduled to be parked in front of the main library on Capitol Street on August 9, 2011 from 10:30-1:30. The bookmobile is a service of Overdrive, which is the vendor of the Library's downloadable books, music, and video available through WVDELI. The digital bookmobile will have devices for the public to play with and learn about, and the event should boost the use of WV Deli.

Staff Report:

None.

OLD BUSINESS:

The Meeting and Study Room Policy had been previously distributed and reviewed for the Board at the July 21st meeting. Mr. Engelbert again reviewed the reasons for revising the 1996 Policy, involving ADA and various court decisions involving public use of library meeting rooms, and reviewed the differences between the 1996 and Proposed Policy.

Following a discussion of the Policy, and based on concerns expressed about the level of detail of the Policy, on motion duly made, seconded, and adopted, the Policy was tabled for later consideration.

At this time, Mr. Reustle, Mr. Withrow, and Ms. Lord removed themselves from the meeting. Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss litigation with the Kanawha County Board of Education.

The Board reconvened in open session. Upon motion duly made, seconded and unanimously approved, the following resolution was adopted:

RESOLUTION

WHEREAS, the Kanawha County Public Library is a party to litigation challenging the funding of the Library under the general laws of the West Virginia Code and possibly challenging the validity and the implementation of its Special Act; and

WHEREAS, recent rulings of the Kanawha County Circuit Court put at risk the Library's funding from the Kanawha County Board of Education and possibly other funding as well; and

WHEREAS, the Kanawha County Public Library intends to take all action necessary to protect the interests of the Library and the public we serve, including the students of Kanawha County;

NOW, THEREFORE, BE IT

RESOLVED, that the President and the Director, in consultation with counsel to the Library, are hereby authorized to make such filings, responses and pleadings and to take such other acts as in they in their discretion believe to be necessary or incidental to protect the interests of the Kanawha County Public Library, its patrons, its employees and the children of

Kanawha County in such litigation, including filing of petitions for reconsideration or for appeal, involving the current litigation with the Kanawha County Board of Education.

NEW BUSINESS

Mr. Albert announced that the appointment of standing and ad hoc committees would be held over to a subsequent meeting.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

September 12, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, September 12, 2011 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Dr. K. Bailey	Ms. A. Silbernagel
Ms. N. Chilton	Mr. M. Smith
Ms. E. Lord	Mr. P. Smith
Mr. H. Reustle	Ms. P. Tarr
Ms. V. Rugeley	Mr. J. Withrow
Ms. A. Russell	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Ellie Teaford, Elk Valley Branch Manager; Ms. Jane Hughes, Automation and Technical Services Manager; Ms. Kay Ferrill, Circulation Supervisor; Mr. Josh Martin, Graphic Designer; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Also present was Chris Winton of Ray, Winton and Kelley, PLLC.

Mr. M. Smith presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the August 8, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $82,514.97 and the General Bills in the amount of $150,475.14, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $978.44 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $16,956.68 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Mr. M. Smith announced that the order of the Agenda would be changed to take up New Business.

NEW BUSINESS:

Retirement Resolution for Jane Hughes. Mr. Engelbert congratulated Ms. Hughes on and expressed his gratitude to her for her years of service. Ms. Hughes thanked the Board for their support over the years. She expressed her enjoyment in working at KCPL and that she will always treasure her time here. And although she is leaving, she is and will always be a librarian.

Upon motion duly made, seconded and carried, the following resolution was approved as read aloud by Mr. M. Smith.

WHEREAS, Ms. Hughes was employed by the Kanawha County Public Library in 1993 and has submitted her intent to retire effective September 30, 2011; and

WHEREAS, Ms. Hughes has served as a Substitute Reference Librarian in Charleston from December 1993 until March 1994; and

WHEREAS, Ms. Hughes has served as a Library Assistant II in the Technical Services Department in Charleston from March 1994 until November 1995; and

WHEREAS, Ms. Hughes has served as a Library Operations Supervisor/Department Head in the Technical Services Department in Charleston from November 1995 until August 2007; and

WHEREAS, Ms. Hughes has served as an Interim Department Head for Automation and Department Head for Technical Services in Charleston from August 2007 until November 2007; and

WHEREAS, Ms. Hughes has served as the Automation and Technical Services Manager in Charleston from November 2007 until her retirement; and

WHEREAS, Ms. Hughes fulfilled the responsibilities of each of her positions in an exemplary fashion, with diligence, loyalty and integrity;

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Kanawha County Public Library recognize with deep appreciation Ms. Hughes's years of service to the library;

AND BE IT FURTHER RESOLVED, that the Board of Directors of the Kanawha County Public Library wishes Ms. Hughes a retirement filled with good health and enjoyment in whatever areas of interest and endeavor she may choose;

AND BE IT FURTHER RESOLVED, that this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy be furnished to Ms. Hughes.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert announced staffing changes brought about by Ms. Hughes's retirement. He introduced and gave a brief history of Mr. Josh Martin who has been promoted to Manager of Automation. He introduced and gave a brief history of Ms. Kay Ferrill who has been promoted to Manager of Technical Services. The Board congratulated them both on their promotions and wished them well.

- The Kanawha County Board of Education has confirmed the appointment of Ms. Cheryl Crigger Morgan to the KCPL Board. Ms. Morgan could not attend this meeting but is looking forward to her service on the Board. Mr. Engelbert will schedule an orientation session for Ms. Morgan prior to the next Board meeting.

- Ms. Karen Goff has been appointed Secretary of the West Virginia Library Commission.

- A staff committee has been working on a process to allow KCPL to accept payment of fines and other charges via credit or debit cards, which is frequently requested by patrons. This may result in more fines being paid, but fees are also assessed for every transaction. Mr. Engelbert will keep the Board informed.

- A hearing regarding the funding lawsuit is scheduled in front of Judge Zakaib on Wednesday, September 14th at 3pm. Board members are encouraged to attend. A reception will be held at the Main Library on Wednesday, October 5th from 6:30 - 8:30 pm for people attending the West Virginia Library Association's Fall Conference. All Board members are WVLA members and are invited. The West Virginia Book Festival will take place October 22nd and 23rd at the Civic Center.

- The new Elk Valley Branch officially opened August 9th. The Grand Opening and ribbon cutting ceremony held at the new branch on Saturday September 24th at 11am. Please make every effort to attend.

Staff Report: New Elk Valley Branch Library

Mr. Engelbert introduced Ms. Ellie Teaford. Elk Valley Branch Manager. Ms. Teaford expressed to the Board how excited both staff and patrons are about the new facility. She presented a slideshow of photos of the moving process, the facility as it looked after the move, the donor reception and opening day. She highlighted some statistics to reflect the increase in circulation and patrons just in the short time they have been operational. She thanked the Board for their support during this process.

REPORTS OF COMMITTEES:

Finance Committee: Mr. M. Smith informed the Board that the Finance Committee has met and reviewed the proposed resolutions and recommends the board accept the adjustments to the 2011-2012 Budget as proposed. He called on Mr. Engelbert to explain the carry over requests for the FY 2011-2012 Budget previously distributed to the Board.

Upon motion duly made, seconded and carried, the following resolution was approved.

RESOLVED, that the fiscal year 2011/2012 budget be amended to carry forward funds encumbered and/or authorized during the previous fiscal year and allow additional funds to be taken from the unencumbered fund balance for the items designated.

Account	Department	Encumbrance
Automation Equipment	Automation	$ 6,980.52
Automation Repair & Maintenance	Automation	$ 3,070.00
Automation Supplies	Automation	$ 392.72
Building Repair & Maintenance	Facilities	$ 1,050.00
Contractual Services	Cross Lanes	$ 310.00
Contractual Services	Dunbar	$ 300.00
Education	Administration	$ 1,427.15
Furniture & Equipment	Administration	$ 1,341.81
Furniture & Equipment	Adult Services	$ 669.59
Furniture & Equipment	Popular Materials	$ 200.84
Furniture & Equipment	Children's	$ 55.00
Furniture & Equipment	Riverside	$ 4,070.84
Housekeeping Supplies	Facilities	$ 10.30
Printing	Marketing & Development	$ 920.00
Supplies	Administration	$ 135.30
Supplies	Technical Services	$ 221.00
Unemployment	Administration	$ 750.06
	SUBTOTAL	$ 21,905.13

UNEXPENDED COMMUNITY PARTICIPATION PROJECT GRANT FUNDS			
Facilities		$	211.00
Clendenin		$	2,203.84
Cross Lanes		$	1,920.00
Dunbar		$	1,600.00
Nitro		$	171.61
Sissonville		$	3,523.35
	SUBTOTAL	$	9,629.80
OTHER			
Book Festival	Marketing & Development	$	5,796.01
Collection Materials	Elk Valley Opening Collection	$	4,662.97
Collection Materials	Nitro	$	1,689.56
	SUBTOTAL	$	12,148.54
Grand Total		$	43,683.47

Mr. Engelbert reported to the Board that KCPL has received $28,000 in Community Participation Funds allocated by the Kanawha County Senators for the purpose of roof replacement at the Dunbar Branch.

Upon motion duly made, seconded and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2011/12 be amended to receive $28,000 in Community Participation Project grant funds for the purposes specified:

Project Intent: Dunbar Branch Library – Roof Replacement

Building Committee: At this time, Pursuant to WV Code Section 6-9A-4(b)(9) and upon a motion duly made, seconded and unanimously approved, the Board went into executive session to discuss Consideration of Sale of Property.

The Board reconvened in open session. Upon motion duly made, seconded and carried, the following resolution was adopted:

WHEREAS, since 1977 the Kanawha County Public Library (KCPL) operated a branch library facility at 4636 Pennsylvania Ave. Charleston, West Virginia 25312, known hereafter as the Elk Valley Branch; and

WHEREAS, a new Elk Valley Branch was developed at 313 the Crossings Mall and opened to the public on August 9, 2011; and

WHEREAS, the building and grounds located at 4636 Pennsylvania Ave. Charleston, West Virginia are now surplus and are no longer needed or usable for library purposes: and

WHEREAS, the KCPL Board of Directors wishes to dispose of this surplus property in a commercially responsible manner consistent with the Board's fiduciary responsibilities:

NOW, THEREFORE, BE IT

RESOLVED, that the President of the Board of Directors and the Director, in consultation with counsel to the Library, are hereby authorized to solicit a sale of the Property by means of a public auction to be conducted through submission of sealed bids by potential purchasers; and be it further

RESOLVED, that the President and Director, in consultation with counsel to the Library, shall take all steps they deem necessary to solicit such sale including but not limited to establishing and publishing the terms and conditions of the public auction to include at a minimum the time frame for submitting bids, the date of public opening of bids, the right of the Library to reject any and all bids and to accept the bid deemed most advantageous to the Library, and the terms and conditions of payment by the successful bidder; and be it further

RESOLVED, that the final acceptance of any bid shall require action at a duly noticed meeting of the Board of Directors; and be it further

RESOLVED, that any and all proceeds of the sale of this surplus properly shall be used as deemed appropriate by the Board: provided, however, it is the current intention of the Board that, until further action of the Board, the proceeds be used to meet lease payments for the Elk Valley Branch Library at the Crossings Mall, consistent with the terms of Agreement between the Kanawha County Public Library and the Elk Valley Library Association, Inc. of July 6, 1977, in order to continue the delivery of library services to patrons in the Elk Valley area.

There being no further business the meeting was adjourned.

First Vice-President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

October 10, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, October 10, 2011 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Mr. H. Reustle
Dr. K. Bailey	Ms. A. Russell
Ms. N. Chilton	Mr. M. Smith
Ms. E. Lord	Ms. P. Tarr
Ms. C. Morgan	Mr. J. Withrow
Ms. S. Poffenbarger	Ms. V. Rugeley

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Manager; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Pam May, Marketing Supervisor; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert welcomed Cheryl Crigger Morgan as the newest member of the Board of Directors.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the September 12, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $61,931.88 and the General Bills in the amount of $175,676.40, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,029.71 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $1,201.52 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- A hearing regarding the funding lawsuit was held in front of Judge Zakaib on Wednesday. September 14th at 3pm. Mr. Engelbert reported that Judge Zakaib did not agree to reconsider his decision of July 28th. Our intent is to file an appeal with the West Virginia Supreme Court of Appeals.

- This year's budget includes funds for roof replacement at the St. Albans Branch. KCPL also received $ 28,000 Community Participation Funds from Senators Foster, Palumbo, Wells and McCabe for Dunbar branch roof replacement. Contractors have suggested different roof types and possible courses of action. Facilities Manager Tim Venitsanos is investigating further. Once we determine the appropriate roof type , a bid process will be conducted for each project. Weather issues may delay these projects until spring 2012.

- WVDeli E Books can now be checked out and used on a Kindle device. Our staff has been trained on the Kindle in order to assist patrons. The WVDeli executive board adjusted default loan periods and holds ratios in order to meet anticipated increased demand driven by Kindle users.

- The Elk Valley Branch usage and patron visits are up considerably from the same time period last year. There are still a few minor issues to be completed from the punch list.

- With the completion of Elk Valley, focus is turning to the Marmet building project. In February the Board met with the Marmet Branch Advisory Board and Marmet elected officials to discuss this matter, followed by a recent meeting by staff with the Advisory Board and Mayor Pauley. We hope to put together a plan for securing the funding and carrying out the fundraising that will be necessary to do the project.

- The West Virginia Library Association Fall conference was held in Charleston last week. KCPL held an open house for attendees to tour our facility. Mr. Engelbert expressed his thanks to all staff and volunteers who helped with the event and to the many staff who worked to shine up the facility prior to the event.

Staff Report: West Virginia Book Festival

Mr. Albert introduced Marketing Supervisor, Pam May. Ms. May distributed a copy of the schedule of authors and programs that will appear as an insert in the Sunday newspaper. The lineup of authors for this year's festival is outstanding and it should be a wonderful event for all ages. The Marketplace is completely sold out. Ms. May also reminded the Board of the private reception with Lee Child on Friday October 21st at the Main Library and the private reception with Jerry West at the Civic Center Lounge at 5pm on Saturday, October 22nd. Volunteers working at the Festival or introducing authors will receive their information packets soon.

OLD BUSINESS:

Appointment of Committees. President Albert distributed the roster of appointments to the standing and ad hoc committees of the Board for 2011-2012. The only change is the addition of Ms. Morgan to the Financial Affairs and Long Range Planning committees. Mr. Albert will appoint an ad hoc Audit Committee in the near future to review proposals received for the upcoming KCPL and Foundation audit. Mr. Engelbert will notify the members appointed to the committee and schedule a meeting.

There being no new or other business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

November 14, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, November 14, 2011 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. N. Chilton	Ms. A. Silbernagel
Ms. C. Morgan	Mr. M. Smith
Ms. J. Pauer	Mr. P Smith
Ms. S. Poffenbarger	Mr. J. Withrow
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Patty Tompkins, Development Manager; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Kim Runion, Accounting Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the October 10, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $88,061.79 and the General Bills in the amount of $173,331.34, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $ 2,925.51 certified and approved in accordance with the Bylaws and on

motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills -- Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $758.33 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- KCPL filed an appeal with the State Supreme Court regarding the ongoing funding lawsuit with the Kanawha County Board of Education. The State Board of Education also filed an appeal. We have requested that the appeals be consolidated. Mr. Engelbert will keep the Board updated on this issue.

- The Budget process begins in January. Given the pending legal action and the timing of when a decision might be handed down, budgeting this year will be extra challenging.

- The West Virginia Book Festival was a great success. The response to the guest speakers was overwhelming. This year's book sale was the second highest grossing book sale to date. Mr. Engelbert thanked all who helped make this event a great success.

  The former Elk Valley Branch facility is up for sale via sealed bid auction. Advertisements have appeared in the paper and on the web to solicit bids for the property. We also emailed a copy of the advertisement to the KCPL Board, Foundation Board, Friends Steering Committee, and the Elk Valley Branch Advisory Board with a request that they notify anyone they think may have an interest in acquiring the property. Bids are due by 4pm on Monday, December 5th. The Building Committee will meet that week to review them.

- A major upgrade to the Sirsi server operating system is scheduled for Monday, November 28th. Certain features on the KCPL website will not be available to the public through Tuesday, November 29. Library users will still be able to check out and renew items in person at their local library (not online), but they must have their physical library card with them. Upon completion of the server upgrade, the Sirsi software will be updated. This will extend the use of the Sirsi server for at least four more years and allow us to offer patrons credit/debit card payment of fines, among other features.

- The use of WV Deli materials was up 192% in October and Elk Valley has also continued to see an increase, up 43% in usage and patron visits for the month of October.

- Mr. Albert and Mr. Engelbert met with Commissioner Carper regarding funding of a new Marmet facility. Mr. Carper expressed broad support for the Library and its goals while raising some reasonable questions and concerns about the project. Mr. Engelbert also

met with Mayor Pauley regarding the same issue, and he and Patty Tompkins met with a representative from the U.S. Department of Agriculture regarding a loan program for rural construction projects such as the Marmet branch facility. These were preliminary meetings intended to gather information and explore possibilities for and parameters of a project. This process will continue and Mr. Engelbert will keep the Board updated.

- The Capital Campaign has received a significant donation from Brickstreet Insurance.

- Many of the branch libraries plus Main have scheduled holiday open houses. A schedule will be supplied to the Board. Mr. Engelbert will attend as many as possible.

REPORTS OF COMMITTEES:

Ad Hoc Audit Committee: Mr. Albert reported that the Audit Committee met to discuss, evaluate and score proposals from firms wishing to conduct the FY 2011, 2012 and 2013 audits of the KCPL and the Foundation. Mr. Albert distributed the committee's score sheets and gave a brief summary of the review process. Based on the review and scoring of proposals, it is the unanimous recommendation of the committee to retain Perry & Associates as the Auditors for both the KCPL and the Foundation.

It was moved, seconded and carried that the Board of Directors of the KCPL hereby authorizes the President or the Director on behalf of the KCPL to execute a contract with Perry & Associates to conduct the FY 2011, 2012 and 2013 audits for KCPL and the Foundation on the terms discussed in the presentation.

OLD BUSINESS:

None.

NEW BUSINESS:

Mr. Albert invited Board members to forward ideas, matters or topics they would like to have discussed at future Board meetings to him or Mr. Engelbert. Ms. Chilton suggested further training for Board members on E-reading devices.

There being no new or other business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON
December 12, 2011

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, December 12, 2011 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Ms. N. Chilton	Ms. A. Silbernagel
Ms. J. Pauer	Mr. M. Smith
Ms. S. Poffenbarger	Ms. J. Whitehead
Mr. H. Reustle	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Manager; Ms. Terry Wooten, Manager for Marketing and Development; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the November 14, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $77,339.01 and the General Bills in the amount of $156,371.51, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $ 1,530.49 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $587.41 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- As part of the ongoing funding lawsuit with the Kanawha County Board of Education, the West Virginia Supreme Court consolidated the Library's appeal with that of the State Board of Education as requested. Work is proceeding on briefs that are to be filed with the Supreme Court by the end of the month.

- The West Virginia Library Commission submitted an improvement package as part of the state budget process. They have proposed an increase in Grants in Aid from $4.62 to $4.75 per capita. The increase would help KCPL to remain fairly even in GIA revenue after factoring in the loss of population of Kanawha County in the 2010 Census coupled with a small increase in the state's population.

- Library Day at the Legislature is Tuesday, January 31st. We will forward talking points and additional information soon. Mr. Engelbert encouraged all to attend and speak to our legislators specifically about GIA and the ongoing legal issues involving KCPL funding.

- Mr. Engelbert attended a debate featuring Senator McCabe and Ted Boettner regarding how the state should address the unfunded liability caused by the OPEB (Other post-employment benefits) issue. According to their discussion (and the newspaper reports), the plan to tackle OPEB includes revision of the assumptions that underlie the deficit, capping the state subsidy of health benefits for retirees, and paying down the remainder by using funds currently dedicated to paying down liabilities of the workers compensation system. KCPL currently has an approximately $2 million OPEB liability which could be significantly reduced or eliminated as a result of these actions. Mr. Engelbert will continue to keep the Board informed of any developments.

- The Charleston Area Alliance has issued a draft of their "Vision 2030" Plan. The Library has identified resources it can bring to bear in assisting in the implementation of the plan, and staff attended a forum introducing it. A follow up meeting is scheduled for December 20th with Matt Ballard and Cullen Naumoff from the Alliance to discuss how the library can help implement Vision 2030.

- West Virginia American Water Company has informed all commercial customers that back flow preventers are now required on domestic water supply lines and fire service water systems. If such backflow preventers are required, the installation of preventers in all branches could cost over $20,000. We will continue to monitor this situation and will take the necessary funds from the maintenance and repair budget line. The Board should be aware that this expenditure was not planned in the budget and contingency funds for this budget line may be requested as we approach year end.

- Mr. Engelbert attended holiday open houses at Main and the branches over the past few weeks. In addition to the open houses, the holidays were made brighter by the Friends Steering Committee. They are generously providing funding for interactive panels for the Children's areas at eight of our facilities. These panels help teach early literacy skills to very young children and can be swapped or exchanged throughout the system as desired. Mr. Engelbert wanted to give a special thank you to the Friends for this gift and acknowledge their time the spent going to the branches and delivering poinsettias and panel certificates.

- Rebecca Van Der Meer will be retiring as the Branch Manager in St. Albans at the end of the month. Melissa Burchett will be transferring from the Branch Manager position at Dunbar to St. Albans. We are currently recruiting for the Dunbar Branch Manager position.

REPORTS OF COMMITTEES:

Building Committee: Mr. M. Smith reported that the Building Committee met to review and discuss the three bids received for the purchase of the former Elk Valley Branch building. Mr. Smith gave the Board an overview of the bid process and reported to the board that it is the unanimous recommendation of the Committee to accept the bid from OB Smith & Sons in the amount of $253,001.

It was moved, seconded and carried that the Board of Directors of the KCPL hereby accepts the bid as recommended and that, in conjunction with the Library's attorney, the President of the Board of Directors or the Director be, and hereby are, authorized to sign any documents or take any other actions necessary to make effective the sale of the property.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

Mr. Albert reminded the Board that the Staff Presentation at the January Board meeting will involve demonstration of WV DELI and the various E-readers available. Board members or others present can get one-on-one assistance in using their own or library owned E-reading devices.

There being no new or other business the meeting was adjourned.

Michael C. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

January 9, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, January 9, 2012 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Mr. H. Reustle
Ms. N. Chilton	Ms. A. Russell
Ms. E. Lord	Mr. M. Smith
Ms. C. Morgan	Ms. J Whitehead
Ms. S. Poffenbarger	Mr. J. Withrow
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Manager; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Toni Blessing, Adult Services Manager; Mr. Craig Lefteroff, Reference Librarian; Mr. Ben Ball, Reference Librarian, Ms. Susan Maguire, future Circulation Services Supervisor; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the December 12, 2011 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $103,806.05 and the General Bills in the amount of $202,094.18, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $ 1,445.97 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $ 507.47 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert announced that Ms. Susan Maguire has been promoted from Collection Specialist to Circulation Supervisor. Ms. Maguire has been with the library since 2006. She is looking forward to beginning her new role.

- Mr. Engelbert referred to this year as "the year of the plan". During the course of 2012 we will develop a new long range plan and new technology plan for the library; participate actively in the Charleston Area Alliance's Vision 2030 Plan; work with the City of Charleston in the development of the City's Master Plan; conduct a revision of the organization of collections and space in Main; conduct two budget planning processes and a review of Library personnel policies; work to reorganize Branch Advisory Boards; and further investigate a potential building project in Marmet.

- Library Day at the Legislature is Tuesday, January 31st. Board members are encouraged to attend.

- Mr. Engelbert also encouraged Board members to review the Linda G. Wright Award information that was emailed last week and please consider nominating an employee they consider deserving of the award.

- Board members were reminded to complete and return the Conflict of Interest form distributed to all Board members at the request of Perry & Associates, who are conducting the annual audits of the Library and Foundation..

REPORTS OF COMMITTEES:

Finance Committee: Mr. M. Smith reported that the committee met on January 4th to review proposed branch assessments for FY 2013 and is forwarding the FY 2012/2013 Branch Contributions resolution to the Board with a recommendation it be approved. He called on Mr.

Engelbert to explain how the amounts were calculated and reasons for increases or decreases from the FY 2012 assessments.

Upon a motion made and carried, the following resolution was approved.

FY 2012/2013 BRANCH CONTRIBUTIONS

WHEREAS the requested branch contributions for the Dunbar and St Albans branches are based on the 2011 property valuations, multiplied by the same rate per $100 of assessed valuation on the various classes of property as is established by the KCPL Special Act; and

WHEREAS the assessments for the other branches are based on 3.5% of operating costs; and

WHEREAS the costs of administration, human resources, automation, telecommunications, technical services, maintenance, and marketing continue to be budgeted centrally and no portion of these costs is assigned to branches;

NOW THEREFORE BE IT RESOLVED, that the following amounts be requested from the various municipalities and local library advisory boards as contributions for the fiscal year 2012/2013

	11/12 Operating Budget		Current FY Contribution		Proposed Contribution 3.50%	Percent Increase or Decrease
Clendenin	$139,062		$4,862		$4,867	0.11%
Cross Lanes	$242,553		$8,489		$8,489	0.00%
Elk Valley	$240,616		$8,168		$8,422	3.11%
Glasgow	$27,611		$954		$966	1.35%
Marmet	$93,522		$3,210		$3,273	1.96%
Riverside	$219,023		$7,850		$7,666	-2.35%
Sissonville	$248,691		$8,568		$8,704	1.59%
Branch Support Subtotal			$42,101		$42,388	0.68%
Dunbar	$273,559		$57,200		$67,535	18.07%
St. Albans	$411,346		$97,258		$110,466	13.58%
TOTAL			$196,559		$220,389	12.12%

Mr. Smith also reported that the committee reviewed the proposed amendments to the FY 2012 Budget necessitated by the impending sale of the former Elk Valley Branch facility and forwards it to the Board with a recommendation that it be accepted.

Upon a motion made and carried, the following resolution was approved.

RESOLVED, That the Kanawha County Public Library budget for FY 2011/2012 be amended to receive $253,001 for the sale of the former Elk Valley Branch facility, with the revenue from the sale deposited into a line to be created entitled Land Sale; and be it further

RESOLVED, That pending further action of the Board, a corresponding expenditure be recorded in the Elk Valley – Land/Building Rental budget line for rental payments for the Elk Valley Branch library

OLD BUSINESS:

None.

NEW BUSINESS:

WVLA Legislative Goals: Mr. Engelbert reviewed and explained the West Virginia Library Association's legislative goals as previously distributed to members. He asked Board members to support the goals, and to focus on the increase in state per capita Grants in Aid (GIA) proposed by the West Virginia Library Commission. The KCPL will lose over $54,000 if GIA does not increase from current levels, and would lose almost $12,000 in revenue even if GIA increases to the amount requested. Mr. Engelbert also explained how the loss of school libraries and school librarians directly affects KCPL operations and the broader significance of the goal of requiring school libraries and school librarians in every school.

Other: Mr. Albert spoke to the Board to alert members about discussion that has taken place for a planning retreat, to focus on the Main Library project and other planning issues. The spaces in the current architectural plan were established about ten years ago in conjunction with a building consultant. Much has changed in library services over that time, and it is appropriate to once again go through a process of defining the services necessary to meet the needs of the public into the future and the spaces necessary to provide them. Mr. Engelbert has been asked to identify and seek a proposal from a building consultant to assist in carrying out this study. The matter will be brought back to the Building Committee and the Board for further discussion.

All present were invited to stay after the meeting for the staff report. Ms. Toni Blessing, Mr. Craig Lefteroff, and Mr. Ben Ball will demonstrate WV DELI and provide one-on-one training on E-reader devices brought in by Board members.

There being no new or other business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

February 13, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, February 13, 2012 at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Ms. N. Chilton	Ms. A. Russell
Ms. C. Morgan	Ms. A. Silbernagel
Mr. H. Reustle	Mr. M. Smith
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the January 9, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $68,294.54 and the General Bills in the amount of $137,464.45, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $ 5,373.66 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $ 4,308.80 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Draft copies of the audits of the Library and Foundation were received today. Mr. Engelbert and Accounting Manager Kim Runion have been reviewing them. According to the drafts, we received a clean audits and no Management Letter will be issued. The audits will be presented by Perry & Associates to the Finance Committee for review prior to requesting Board approval.

- The new property values report for Kanawha County will be released March 5th. A meeting of the Finance Committee will be scheduled for the week of March 5th to recommend to the Board levy requests to go to funding authorities.

- State Community Participation Project grant funds have been allocated to KCPL by Delegates. The Finance Committee and the Board will be asked to approve the acceptance of these funds and to modify the 2011-2012 budget accordingly at a future meeting.

- Staff Development Day is set for Wednesday, February 29th at the Charleston Conference Center Hotel in South Charleston. All Board members received an invitation last week via email and are encouraged to attend this educational and entertaining day.

- Mr. Engelbert and Human Resources Manager Marsha Alford are conducting a review of all personnel policies, including any that relate to potential reduction in workforce. They are about halfway through the existing policies. A meeting of the Personnel Committee will be scheduled soon to review these policies and make recommendations to the Board.

- KCPL was well-represented at Library Day at the Legislature. The main topics of the day were the requested increase to Grants in Aid funding and informing legislators of the status of the ongoing BOE lawsuit.

- Mr. Engelbert and Ms. Runion have been working with the Cross Lanes Advisory Board to finalize the restructuring of the Advisory Board. New articles of incorporation have been filed and a new Employer ID Number obtained from the IRS. Ms. Runion has drafted an application for 501 (c) (3) status which will be submitted to the IRS following review by our attorney and the Cross Lanes Advisory Board. Assuming the process is successful, our intent is to replicate it with other advisory boards that may choose to participate.

Mr. Albert reported that the St. Albans Advisory Board has suggested installing solar panels on the roof the building. This concerns the Board because KCPL owns the building and is planning

to replace the roof using KCPL funds, and then the St. Albans Advisory Board would pay to install the panels. Mr. Albert has suggested additional research on the benefits of the panels as well as a cost analysis be completed before any planning talks begin.

Mr. Albert also spoke further about the planning retreat regarding building projects mentioned at last month's meeting. Mr. Albert had asked Mr. Engelbert to suggest a consultant who works frequently with libraries on building projects. Mr. Engelbert suggested Anders Dahlgren of Library Planning Associates, Inc. Mr. Albert and Mr. Engelbert spoke with Mr. Dahlgren and tentatively agreed, pending Board approval, that he would visit Charleston on March 12th. He would tour Main and the site of the proposed new Main Library, meet and talk with staff and ZMM, and then make a presentation to the Board. Upon motion made, seconded and duly passed the Board agreed to invite Mr. Dahlgren to Charleston and to reimburse associated time and travel costs. The Board will be asked to consider contracting for a study and planning retreat utilizing Library Planning Associates or to pursue other options.

Staff Report: "Vision 2030"

The Charleston Area Alliance has begun implementing their "Vision 2030" plan for Charleston, Kanawha County and surrounding areas. The goals of Vision 2030 and the Library's Long Range Plan dovetail to a significant degree. Mr. Engelbert created a KCPL Vision 2030 team which includes Toni Blessing, Terry Wooten, Terri McDougal, Linda Miller, and Alan Engelbert. Each staff member is responsible for working with the task force responsible for implementation of an aspect of the Plan and then reports back to the full team to coordinate a response by the Library to issues raised and opportunities identified. KCPL has already contributed and assisted in a number of areas and wants to continue to be a major part of "Vision 2030"

REPORTS OF COMMITTEES:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

As a point of information, Ms. Silbernagel distributed a copy of a recent article describing the green roof project being completed by the Cedar Rapids (Iowa) Public Library. Ms. Stringer will follow up by sending a copy to all Board members via email.

There being no new or other business the meeting was adjourned.

Michael A. Albert
President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

March 12, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, March 12, 2012 at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Dr. K. Bailey	Ms. A Silbernagel
Ms. N. Chilton	Mr. M. Smith
Ms. J. Pauer	Mr. P. Smith
Ms. S. Poffenbarger	Mr. J. Withrow

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director of Public Services; Ms. Patty Tompkins, Development Coordinator; Mr. Travis Lloyd, Web Services Coordinator; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. Anders Dahlgren from Library Planning Associates was also present.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the February 13, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $67,654.17 and the General Bills in the amount of $224,129.17, were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $2,259.57 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,990.81 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- The Legislature approved an increase in Grants in Aid to $5.00 per capita, an increase above the current level of $4.61 and higher than the amount requested by the West Virginia Library Commission of $4.75. If approved by the Governor, this should translate into an increase for KCPL of $30,661 in FY 2013, despite loss of population.

- Staff Development Day 2012 was a great success. Three local speakers made presentations. The Linda G. Wright Award for Excellence in Library Service was awarded to Susan Saylor from the Riverside Branch. Mr. Engelbert thanked Marsha Alford, Karan Ireland and Tricia Stringer for a well planned and well run day, thanked Mr. Albert and Ms. Russell for their presentations, and thanked other Board members who were able to attend part of the day.

- The process for securing bids for the roofing projects at the St. Albans and Dunbar Branches will begin soon. A notice will appear in the Charleston Gazette, the KCPL website, etc. next week. The deadline for submitting bids will be March 28th.

REPORTS OF COMMITTEES:

Finance Committee. On request of Mr. M. Smith, Mr. Engelbert reviewed the Levy resolution with the Board. These amounts were calculated using the same formulas as years past. After Board approval, a request letter and copy of the appropriate resolution will be sent to each levying authority. Mr. Albert advised that the Finance Committee met and recommends approval of the resolution. Upon a motion duly made and carried, the following resolution was approved:

Levying Authority - Board of Education

RESOLVED, that the Library requests the Board of Education of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,983,417 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2012;

RESOLVED FURTHER, that such request be transmitted to said Board of Education by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the Board of Education of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - City of Charleston

RESOLVED, that the Library requests the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $982,061 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2012;

RESOLVED FURTHER, that such request be transmitted to said City of Charleston by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the City of Charleston authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

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Levying Authority - Kanawha County Commission

RESOLVED, that the Library requests the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of the West Virginia Legislature, 1957, which will produce $2,983,417 required for the support, maintenance and operation of the Library and its branch libraries for the fiscal year beginning July 1, 2012;

RESOLVED FURTHER, that such request be transmitted to said County Commission by letter from the Board of Directors of the Library duly signed by its President.

RESOLVED FURTHER, that the officers of the Board of Directors of the Library and the Library Director be authorized and directed to sign such other

papers and to perform such acts as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County authorized by the said statute, in order to provide for the support, maintenance and operation of the Library and its branch libraries, as aforesaid.

Mr. Engelbert reviewed the sources and purposes for the Community Participation Project grant funds. Mr. Albert advised that the Finance Committee recommends approval of the resolution. Upon a motion duly made and carried, the following resolution was approved:

RESOLVED, That the Kanawha County Public Library budget for FY 2011/12 be amended to receive $34,350 in Community Participation Project grant funds for the purposes specified:

Library:	Kanawha County Public Library
Grant Amount:	$3,500.00
Project Intent:	Library improvements, matching funds for fundraising efforts, Furniture replacement, electronic resources
Library:	Marmet Branch Library
Grant Amount:	$19,250.00
Project Intent:	Matching funds for new branch to replace Marmet
Library:	Dunbar Branch Library
Grant Amount:	$2,100.00
Project Intent:	Roof on Dunbar library
Library:	Clendenin Branch Library
Grant Amount:	$2,000.00
Project Intent:	Capital improvements and/or equipment at Clendenin
Library:	Cross Lanes Branch Library
Grant Amount:	$3,000.00
Project Intent:	Capital improvements and/or equipment at Cross Lane
Library:	Elk Valley Branch Library
Grant Amount:	$2,000.000
Project Intent:	Capital improvements and/or equipment at Elk Valley
Library:	Sissonville Branch Library
Grant Amount:	$2,500.00
Project Intent:	Capital improvements and/or equipment at Sissonville

Total Grant Amount: $34,350.00

OLD BUSINESS:

None.

NEW BUSINESS:

National Library Week Resolution. Upon motion duly made, seconded and carried, the following resolution was approved.

WHEREAS, April 08 through April 14, 2012 will be celebrated as National Library Week, and

WHEREAS, the Kanawha County Public Library system staff again, during the past year, has exhibited its dedication to continuing the delivery of quality services to library patrons as exemplified by the sustained use of over one million items in the collection last year and the continued success of the West Virginia Book Festival and the summer library clubs for children and adults, and

WHEREAS, the Kanawha County Public Library system staff have also planned, programmed and implemented many other activities in the past year that have resulted in the expansion and improvement of library services provided to patrons.

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the Kanawha County Public Library system here assembled on March 12, 2012 that on the occasion of National Library Week, the staff of the Kanawha County Public Library system are hereby commended for its continued effort to provide patrons with the most effective services, materials and facilities possible in order to contribute to the level of quality of life desired by the patrons with regard to public library services, and

BE IT FURTHER RESOLVED, by the Board of Directors of the Kanawha County Public Library system that this resolution of commendation be made known to all members of the staff.

Presentation- Library Planning Associates. At the January and February meetings Mr. Albert discussed with the Board the need for a planning retreat to discuss the Main Library project. Prior to the retreat, a consultant will be asked to review the plans, estimates and assumptions that underlie the Main Library plans given the changes that have occurred in library service over the past 10 years. Mr. Albert and Mr. Engelbert received a proposal for consulting services from Mr. Anders Dahlgren of Library Planning Associates and interviewed him by phone. The Board approved bringing Mr. Dahlgren to Charleston to provide an overview of his qualifications and the services he can provide. Mr. Engelbert introduced Mr. Dahlgren and

distributed Mr. Dahlgren's Vitae and Client List to the Board for review. Mr. Engelbert has known Mr. Dahlgren in his capacity as a building consultant for a number of years and took a course taught by Mr. Dahlgren on library space planning in the early 1990's.

Mr. Dahlgren gave a brief summary of his work history and some examples of new approaches to recently completed projects. Some examples are lower shelving heights, smaller desk size and area, multiple service areas for assisting patrons, and providing for new technology solutions on the horizon.

Mr. Dahlgren has proposed a two-phase work plan. In phase one he would review the existing plan and provide his conclusion regarding the plan's effectiveness and potential future directions, culminating in leading discussion at the planning retreat. Assuming plans do require revision, phase two would include drafting a new building program statement, which defines the size, scope, nature and adjacencies of all areas within a building and serves as instructions to architects when designing a building. Mr. Dahlgren answered Board member questions and spoke regarding his fee and timing for this project. The Board thanked Mr. Dahlgren for his time and information. The matter was referred to the Building Committee.

Basket Auction Update: Ms. A. Silbernagel reminded the Board the Basket Auction will be held on Friday, April 20th at 6pm at NiSource Gas and Storage. Ms. Silbernagel showed a few if the baskets to be auctioned and mentioned other baskets that have been donated. The Friends have collected approximately 55 baskets for the silent auction, in addition to items donated for the live auction portion of the evening. Ms. Silbernagel reminded all Board members that they are requested to purchase or sell 4 tickets each. Please make every effort to attend and participate.

There being no other business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

April 9, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, April 9, 2012, at 4:00 p.m. in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. V. Rugeley
Dr. K. Bailey	Ms. A. Russell
Ms. E. Lord	Ms. A. Silbernagel
Ms. C. Morgan	Mr. M. Smith
Ms. S. Poffenbarger	Ms. P. Tarr
Mr. H. Reustle	Mr. J. Withrow
	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Terry Wooten, Manager for Marketing and Development; Ms. Patty Tompkins, Development Coordinator; Ms. Kim Runion, Accounting Services Coordinator, and Ms. Karan Ireland, Benefits Coordinator.

Also present were Jodey Altier, CPA and William Wilkinson, CPA with Perry & Associates, CPAs, A.C.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the March 12, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $67,802.82 and the General Bills in the amount of $157,932.72 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $6,115.80 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $6,954.74 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- Mr. Engelbert has focused on developing the proposed 2012-2013 Budget, as well as the audits, roof projects and the building consultant.

- Katie Ross has resigned from her position as Children's Librarian to take a job in Ohio. Mr. Engelbert expressed appreciation for Ross' contributions and stated that recruitment for a replacement of her position along with the Branch Manager position at Dunbar would proceed, and probably would require national recruitment.

- Several staff members including Mr. Engelbert continue to participate in implementation of the Vision 2030 Plan and development of the City of Charleston's Comprehensive Plan, called Imagine Charleston. One of the major topics at an Imagine Charleston meeting of March 30th was the new Main Library and its importance to the development of Charleston.

- Mr. Engelbert and Ms. Tompkins met with the Marmet Branch Advisory Board to update them on discussions related to the potential building project there

BASKET AUCTION UPDATE:

Ms. Silbernagel and Ms. Morgan updated the Board on the progress of sales and sponsorships for the 2012 "Tisket, a Tasket a Literary Basket" Auction. At the time of the meeting, 200 tickets had been sold and a new sponsor had been added. Live auction items include a WVU basket, a Pittsburgh Pirates basket, a weekend at Café Cimino, and tickets to the Greenbrier Classic.

Staff Report:

None.

REPORTS OF COMMITTEES:

Finance Committee. Mr. M. Smith advised that the audits of Kanawha County Public Library and of the Library Foundation of Kanawha County, Inc. for 2010/2011 were reviewed by the Finance Committee and forwarded to the Board with a recommendation for approval. Mr. Bill Wilkinson and Ms. Jodi Altier were present from the accounting firm of Perry & Associates. Mr. Wilkinson generally explained the auditing process and steps taken in reviewing the accounts of the Library and stated that there were no adverse findings, no deficiencies of internal control and no issues of non-compliance for 2010/2011. After a motion duly made, seconded, and carried the Audits for the KCPL and the Library Foundation for 2010/2011 were approved.

Building Committee. Mr. Smith reported that bids were received for roof replacement projects at the St. Albans and Dunbar branches and were reviewed by the Committee in conjunction with counsel. Some of the bids submitted lacked mandatory submissions. Upon recommendation from the Building Committee, all bids submitted for both projects were rejected by the Board, with the projects to be rebid.

Mr. Smith reported that additional proposals will be sought in the search for a building consultant.

Membership Committee. Ms. Poffenbarger reported that Ms. Karen Woody, Mr. Jim Withrow, and Ms. Anne Silbernagel have all agreed to be appointed for an additional six year term as a member of the Board of Directors. Upon a motion duly made and carried, the following resolution was approved:

> RESOLVED, that Ms. Anne Silbernagel, Mr. James W. Withrow, and Ms. Karen Woody be recommended to the Kanawha County Board of Education for another six year term as a Director of the Kanawha County Public Library, with such six year term to end June 30, 2018.

OLD BUSINESS:

Pam Tarr requested information about property acquisition for the new Main Library.

NEW BUSINESS:

Mr. Withrow suggested that regular meetings of the Board periodically be held at one of the Branch facilities. Mr. Albert and Mr. Engelbert will pursue the matter further.

There being no further business the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

May 14, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, May 14, 2012, at 4:00 p.m., in the John V. Ray Room of the Library.

The following Board Members were present:

Mr. M. Albert	Ms. S. Poffenbarger
Dr. K. Bailey	Ms. A. Silbernagel
Ms. E. Lord	Mr. J. Withrow
Ms. C. Morgan	

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Marsha Alford, Manager of Human Resources; Ms. Patty Tompkins, Development Coordinator; Ms. Kim Runion, Accounting Services Coordinator, Ms. Terri McDougal, Manger of Children's Services; Ms. Melissa Adkins, YA Collections and Programming Librarian; Ms. Kim Dankovich-Taylor, Collections and Programming Librarian; and Ms. Tricia Stringer, Administrative Coordinator.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the April 9, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $96,137.69 and the General Bills in the amount of $261,661.02 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $3,463.06 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $3,548.35 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- KCPL has received ten routers from the state and is in the process of configuring and installing them at all KCPL facilities (except Glasgow and Marmet). These new routers will replace leased equipment, allow us to add functionality to the data communications system and are scalable to meet our needs for a long period of time.

- Mr. Engelbert attended the most recent Kanawha County Board of Education meeting at which a resolution regarding appointments to the KCPL Board of Directors was considered. The Board of Education appointed Ms. Anne Silbernagel, Mr. James Withrow and Ms. Stephanie Jordon to the KCPL Board of Directors. Mr. Engelbert will contact Ms. Jordon to set up new member orientation prior to her joining the Board in July.

- Mr. Engelbert thanked members of the Board's Personnel, Building and Finance committees for their participation in a recent series of meetings and their thoughtful consideration of the issues brought before them, and thanked Mr. Albert, who participated in every meeting as an ex officio member of all committees. He also thanked the Friends of the Library Foundation Steering Committee and specifically Ms. Silbernagel and Ms. Morgan for their hard work on the successful basket auction.

Staff Report: Summer Reading Program

Ms. McDougal introduced the Children's Summer Reading Program, "Reading is a Blast," which will promote both STEM (Science, Technology, Engineering and Mathematics) and reading. She gave an overview of the program and corresponding prizes. The kickoff will be a two-day event. On Friday, June 1st, Homer Hickam will speak at the Little Theatre at the Civic Center. On Saturday there will be free activities at the Towne Center Mall, including a visit from the NASA traveling exhibit and rocket launching, and free activities at the Clay Center.

Ms. Adkins outlined the Teen Summer Library Program, "Cosmic Reading". She noted that each teen that completes the program will have a choice of prize – aluminum water bottle or a pair of KCPL earbuds. Based on last year's feedback, the option for teens to complete more than the required number of books will be available again this year. For each book read over the required number, teens will be allowed to enter a grand prize drawing for a Kindle Touch E-Reader.

Ms. Dankovich-Taylor presented the Board with an overview of this year's Britton Summer Reading Club for adults. Patrons have a choice of reading any 20 books or one book chosen from eight of ten available categories. The prize this year is a magnetic book mark. A drawing will be held on September 10th for a Kindle Fire.

Per Mr. Engelbert's request, Ms. McDougal again addressed the Board regarding an upcoming contest for children age 7-14. Ms. McDougal explained that at the Basket Auction, a trip for four to Space Camp in Huntsville, Alabama was one of the live auction items. Mr. John Ray won the bidding and donated the trip back to the Library. KCPL will be holding an essay contest to choose the winner of the trip, which will be judged by selected people from outside the Library.

REPORTS OF COMMITTEES:

Building Committee. Mr. Albert reported on behalf of Mr. M. Smith that problems with the initial bids submitted for the Dunbar and St. Albans Roofing projects resulted in rejection by the Board of all bids and the rebidding of the projects. Subsequent bids received were in good form and the recommendation of the Committee is to accept the low bid submitted for each project.

Upon a motion duly made and carried, the following resolutions were approved:

WHEREAS, bids were solicited in accordance with the Library Board's policies and procedures for the Dunbar Branch Library Roof Replacement project; and

WHEREAS, bids timely received were opened on May 1, 2012, and found to be in proper form and in compliance with all of the stated requirements of the Library; and

WHEREAS, it is in the best interests of the Library Board to accept the low bid in the amount of $31,900 submitted by Harris Brothers Roofing and Mechanical Contractors;

NOW, THEREFORE BE IT

RESOLVED, that the bid submitted by Harris Brothers Roofing and Mechanical Contractors for the Dunbar Branch Library Roof Replacement project be accepted and the Library Director be authorized and directed, with the assistance of counsel, to enter into a contract with Harris Brothers Roofing and Mechanical Contractors and to

undertake such other action and sign such further agreements and undertakings as may be necessary to carry this resolution into effect in order to complete the project as bid.

WHEREAS, bids were solicited in accordance with the Library Board's policies and procedures for the St. Albans Branch Library Roofing Overlay System project; and

WHEREAS, bids timely received were opened on May 1, 2012, and found to be in proper form and in compliance with all of the stated requirements of the Library; and

WHEREAS, it is in the best interests of the Library Board to accept the low bid in the amount of $ 36,805 submitted by Harris Brothers Roofing and Mechanical Contractors;

NOW, THEREFORE BE IT

RESOLVED, that the bid submitted by Harris Brothers Roofing and Mechanical Contractors for the St. Albans Branch Library Roofing Overlay System project be accepted and the Library Director be authorized and directed, with the assistance of counsel, to enter into a contract with Harris Brothers Roofing and Mechanical Contractors and to undertake such other action and sign such further agreements and undertakings as may be necessary to carry this resolution into effect in order to complete the project as bid.

Finance Committee: On behalf of Mr. M. Smith, Mr. Albert asked Mr. Engelbert to introduce the proposed budget for 2012/2013. The budget has been reviewed by the Personnel and Finance committees and is recommended for approval by the Board.

After discussion, a motion was duly made and carried that the KCPL Fund Balance Recommendations be accepted and the Budget for Fiscal Year 2012/2013 be adopted in the amount of $8,275,869 in the General Fund and $570,300 in the Construction Fund, for a total of $8,846,169.

Mr. Engelbert explained to the Board the need for a resolution to carry funds from the sale of the former Elk Valley Facility into the 2012/2013 budget and to do so each year until the funds are expended. Upon a motion duly made and carried, the following resolution was approved:

WHEREAS, the Elk Valley Branch facility opened in August 2011;

WHEREAS, the Board of Directors sold the former Elk Valley facility via auction for $253,001;

WHEREAS, by Resolution adopted September 12, 2011 the Board of Directors stated its intent to apply the proceeds of this sale to the ongoing lease costs of the Elk Valley Branch facility in order to continue the delivery of library services to patrons in the Elk Valley area; and

WHEREAS, the Board of Directors also intends to apply the unexpended July 2011 lease payment for the new facility in the amount of $8,854 to the ongoing lease costs of the Elk Valley Branch facility;

NOW, THEREFORE BE IT

RESOLVED, that $261,855 be carried from the 2011/2012 budget to the 2012/2013 budget for the purpose of paying the ongoing lease costs of the Elk Valley Branch facility; and be it further

RESOLVED, that it is the intent of the Board to carry funds remaining after the payment of lease costs in the amount of $106,250 for the Elk Valley Branch facility in the 2012/2013 fiscal year into the budget to pay lease costs for the 2013/2014 fiscal year; and be it further

RESOLVED, that it is the intent of the Board to repeat this process for the 2014/2015 fiscal year, at which time the initial amount of $261,855 will be completely expended.

Personnel Committee. Mr. Albert asked Mr. Engelbert to review the reasons for reviewing Personnel Policies #105 and #106 and the policies themselves. Mr. Engelbert reported that he and Ms. Alford have reviewed all current Personnel Policies and have completed draft updates to about half of them. Policies #105 and #106 would be immediately relevant in the event that there should be a significant reduction in KCPL's budget and ability to provide service and thus were brought first to the Personnel Committee for review.

Mr. Engelbert explained to the Board the proposed changes to policies #105 and #106. After discussion, a motion was duly made, seconded, and carried to amend section A. of #106 to read thirty (30) calendar days; and that section F. be amended to insert the words "...are considered the equivalent of internal applicants...". Upon motion duly made, seconded and carried, revisions to Personnel Policy #105 were approved as proposed and revisions to Personnel Policy #106 were approved as amended.

The Personnel Committee will continue to meet periodically to review additional policies and bring them to the Board for approval.

OLD BUSINESS:

None.

NEW BUSINESS:

Appointment of Nominating Committee: Mr. Albert appointed an Ad Hoc Committee to nominate Board officers for the upcoming fiscal year composed of Ms. Rugeley, Ms. Chilton and Ms. Poffenbarger. The Committee will report to the Board at the June meeting with their recommendations. Voting for officers will be held at the Annual Meeting.

Establish Time, Annual Meeting: The Annual Meeting will be held Friday, July 6, 2012, at 9:00 a.m. in the Ray Room at the Main Branch Charleston.

Resolution in Honor of Caroline Cloer: Upon a motion duly made and unanimously approved, the following resolution was approved and a copy will be provided to her family:

WHEREAS, Caroline Sue Cloer served as a member of the Kanawha County Public Library Board of Directors continuously from September 2002 until her untimely passing on May 3rd, 2012, and;

WHEREAS, Caroline Sue Cloer worked constantly and tirelessly on behalf of the Kanawha County Public Library and was a thoughtful advocate for the best possible service for all people of all walks of life, and;

WHEREAS, Caroline Sue Cloer was involved for decades with the St Albans Branch Library and contributed beyond measure to the success and outstanding service provided by the St Albans Branch, and;

WHEREAS, Caroline Sue Cloer was an outstanding educator who believed passionately in the value of education and in the great contributions that libraries make to help all of us be better people and citizens, and who was a vital partner in the development of the Riverside Public Library, and;

WHEREAS, Caroline Sue Cloer has set a high standard of community service in her tireless efforts on behalf of the City of St Albans and all of its people, and brought an impressive intellect, wisdom, graciousness, good humor, and great enthusiasm to her active participation in the wide range of cultural, educational and religious organizations to which she gave her time and considerable talents;

NOW, THEREFORE BE IT

RESOLVED, That the Board of Directors acknowledges with thanks and heartfelt appreciation the life, work and many accomplishments of Caroline Sue Cloer; and be it further

RESOLVED, That the Board wishes to express its appreciation and that of the staff and patrons of the Kanawha County Public Library for Caroline's advocacy in support of the Kanawha County Public Library, the St Albans Branch and the community of St Albans; and be it further

RESOLVED, That the Board expresses its deepest sympathy to Caroline's family and loved ones, and that this resolution be spread across the minutes of this meeting and that a copy be sent to members of her family.

There being no further business the meeting was adjourned.

President

Secretary

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
PERSONNEL POLICIES AND PROCEDURES

SECTION: 100 - EMPLOYMENT **EFFECTIVE DATE**: May 17, 2012

POLICY NO. 105 **REVISION APPROVAL**: May 14, 2012

SUBJECT: INTERNAL SELECTION AND PLACEMENT

OBJECTIVE: It is the policy of KCPL to fill positions by drawing from internal candidates possessing the desired qualifications, and to promote from within whenever possible.

SCOPE:

This policy and procedure applies to all departments and employees of KCPL.

ACCOUNTABILITY:

All managers are accountable for identifying the staffing needs of their department and the qualifications for each position within their department.

Human Resources is solely accountable for obtaining qualified candidates for all open positions and making all necessary forms available to implement this policy and procedure.

DEFINITIONS

Transfer—Move of an existing employee to a new position, department, or location at the same level within the Organization.
Promotion—Move of an existing employee to a new position, department, or location at a higher level within the Organization.
Demotion—Move of an existing employee to a new position, department, or location at a lower level within the Organization.

PROCEDURE

Identifying Open Position and Obtaining Candidates

When a position becomes available, the supervisor to whom that position reports will first consider employees within the department and/or a reorganization of the department's work.

Original policy approved by the Board of Directors November 2005

KCPL reserves the right to amend or discontinue this policy at any time without notice.

The supervisor completes an Employee Requisition Form, and indicates their desire to promote, or post the position internally. This form will be approved and signed by the manager to whom the supervisor reports, and is then submitted to Human Resources.

The Human Resources Manager may suggest or recommend candidates for a position from throughout the system consistent with the needs of the operation.

Procedures if there are no identified internal candidates:

Human Resources will send an internal job opportunity notice via email throughout the KCPL system. This notice will include the requirements of the position as listed in the Job Description, and will remain active for seven (7) calendar days.

Any eligible and qualified employee may apply and compete for a posted position by completing an *internal application* supplied by Human Resources. However, applications will only be considered for the position if the employees:

- Provide evidence that they possess the required qualifications.
- Have been in their current position at least six months.
- Have no current Corrective Action (Disciplinary) notifications.
- Have received at least a "competent" rating on their last performance appraisal.

Human Resources will notify an employee within one week of receiving an application if the employee does not meet the above requirements. Such notice will state the requirement(s) not met, and that the employee will not be considered for the position unless the employee can provide information to support her/his qualifications within one week.

Applications from qualified candidates are forwarded to the hiring supervisor by the Human Resources department after the closing date for applying. The hiring supervisor will schedule interviews with *all* qualified internal candidates.

In an effort to select high-quality candidates for an open position, the supervisor may request, as part of the requisition process, to only interview when two (2) or more qualified candidates are available for consideration. If this option is exercised at the time of requisition and only one (1) internal candidate applies, the position will be recruited externally to solicit the minimum.

If any position opens to external recruitment, employees with less than six (6) months in their current position, but meeting all other criteria for the position, may also be considered. This only applies when the position is available for external recruitment.

The supervisor of the position interviews all qualified applicants and makes a decision regarding each one.

In the event there are two or more employees with identical qualifications, the supervisor is encouraged to use length of service with KCPL as a tie-breaker.

When the selection has been made, Human Resources notifies the selected candidate and any non-selected but considered candidates.

Human Resources will coordinate the date of the employee transfer/promotion/demotion with the current and new supervisor.

Compensation Process

Transfer— When an employee moves into a new position via transfer, the transfer will take place without a change in pay.

Promotion—When an employee moves into a new position via promotion, the employee will be compensated within the compensation scale for the position, and typically will be placed at the beginning level of the scale.

Demotion—When an employee is to be moved into a new position via demotion, the employee's location within the compensation scale for his/her current position will be calculated to determine what percentage he/she has reached within that range. The employee will be placed at that same percentage in the range for the position in which he/she is moved via demotion.

Original policy approved by the Board of Directors November 2005

KCPL reserves the right to amend or discontinue this policy at any time without notice.

CAREER COUNSELING

In the event that an employee is interviewed but is not selected for the position, the employee may request a career counseling session with the Human Resources Manager. In the career counseling session, the employee will benefit from a discussion on self-marketing topics such as the preparation of an application and resume, interviewing skills, and job skills enhancement.

PERFORMANCE EVALUATIONS

A written performance evaluation should be completed by the current manager for candidates who are selected and accept new positions. A written review is necessary to document the performance in the previous position. This will not be required if the last performance review has been within 60 days of the date of transfer.

When the employee moves to the new position, he/she will begin an introductory period. To insure awareness of the level of success in the new position, the employee will receive progress reports on or about thirty (30) sixty (60) and ninety (90) days after beginning the job.

Policy revisions approved by the Board of Directors on May 14, 2012.

Original policy approved by the Board of Directors November 2005

KCPL reserves the right to amend or discontinue this policy at any time without notice.

KANAWHA COUNTY PUBLIC LIBRARY SYSTEM
PERSONNEL POLICIES AND PROCEDURES

SECTION: 100 - EMPLOYMENT **EFFECTIVE DATE**: May 17, 2012

POLICY NO. 106 **REVISION DATE:** May 14, 2012

SUBJECT: Reduction in Workforce

POLICY: The fiduciary responsibilities of the Board include the overall management of the Library to provide the best possible service to the public within the limitations of budgetary resources. The Library Director is responsible for analyzing the public service and operational needs of the Library and making recommendations to the Board regarding staffing levels and make up, materials expenditures and operational costs. The Board of Directors is responsible for the adoption of and any subsequent modification to the budget. The Board will take any and all actions necessary to cope with program changes, financial exigencies, or any reasonable reorganization plan, which actions may include but are not limited to abolishing job positions, reducing salaries and wages, reducing benefits, reducing the number of employees, or adjusting operations.

ELIGIBILITY: To be covered under this procedure the employee has to have at least one (1) year of service.

COMMENTS:

a. When an employee's position is eliminated the library will make every reasonable effort to provide the affected employee(s) with as much notice as possible, but in no case will it be less than thirty (30) calendar days.

b. When an employee's position is eliminated, it is the library's desire to place that employee in another comparable position, when possible. A comparable position is defined as one in which the employee would be performing the same type of duties as the position that was eliminated.

c. If a comparable position is not available the affected employee will be offered any vacant position for which he/she possesses the required qualifications.

d. If there is a vacancy that the affected employee is qualified for and desires to fill, normal job posting procedures will be circumvented and the position offered to the employee.

e. When an employee is transferred to a vacant position in a lower pay classification the Library will determine the compensation to be received by the employee.

f. If within 30 calendar days of notification of position elimination the affected employee has not been placed in a position for which that employee is qualified or the employee does not accept a position that is offered, the employee will be laid off and that employee's name placed on a recall list for twelve (12) months. The Manager, Human Resources will be responsible for compiling and managing the recall list. Individuals on the recall list are considered the equivalent of internal applicants and will be notified by the Human Resources Department of any internal job postings to allow them to submit their application for consideration along with other internal applicants. It is the responsibility of each individual to provide the Human Resources Department with appropriate contact information and to keep contact information updated.

g. At the end of the twelve (12) month period the individual's name will be removed from the recall list. In order to receive further consideration for employment with the library, the individual must submit an application to the Human Resources Department.

Revision approved by a resolution of the Board of Directors on May 14, 2012.

MINUTES OF A MEETING OF THE
BOARD OF DIRECTORS

HELD ON

June 11, 2012

The Regular Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, June 11, 2012, at 4:00 p.m., at the Riverside Public Library.

The following Board Members were present:

Mr. M. Albert	Ms. A. Russell
Dr. K. Bailey	Ms. A Silbernagel
Ms. C. Morgan	Mr. M. Smith
Ms. J. Pauer	Mr. P. Smith
Ms. S. Poffenbarger	Mr. J. Withrow
Ms. V. Rugeley	Ms. K. Woody

KCPL staff members present were Mr. Alan Engelbert, Director; Ms. Linda Miller, Associate Director for Public Services; Ms. Patty Tompkins, Development Coordinator; Ms. Terry Wooten, Marketing and Development Manager; Ms. Cathy Pierce, Riverside Branch Manager; and Ms. Tricia Stringer, Administrative Coordinator.

Also in attendance was Ms. Stephanie Jordon, whose Board Membership begins July 1st.

Mr. M. Albert presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Albert took the opportunity to welcome and introduce Stephanie Jordon. Ms. Jordon will begin serving on the KCPL Board of Directors on July 1st. Ms. Jordon spoke about her background and expressed her excitement about serving. The Board members introduced themselves and welcomed Ms. Jordon to the Board.

Approval of Minutes. Upon motion duly made, seconded and unanimously carried, the minutes of the May 14, 2012 meeting were approved as distributed to the Board.

Approval of Bills. In accordance with Bylaws and on motion duly made, seconded, and unanimously carried, the payment of Book Bills in the amount of $102,034.58 and the General Bills in the amount of $123,250.41 were approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills - Special Funds. The Library Director submitted bills to be paid from Special Funds of $7,234.19 certified and approved in accordance with the Bylaws and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set out on the said list be paid.

Approval of Bills – Construction Fund. The Library Director submitted bills to be paid from the Construction Fund in the amount of $7,319.37 duly certified and approved in accordance with the Bylaws, and on motion duly made, seconded, and unanimously carried, it was ordered that the bills set forth on the list be paid.

Directors Monthly Report:

Mr. Engelbert gave a report on activities for the month, including:

- All routers that were received from the state have been configured, installed and are operating in all applicable locations.

- Harris Brothers Roofing will begin work on the roofing project at the Dunbar Branch on June 14th, weather permitting. The project is expected to take two weeks. Upon completion they will move to complete the St. Albans Branch Roof Project. The Library is also soliciting proposals for maintenance of all HVAC systems at the Main Library.

- Mr. Engelbert attended a meeting at Riverside Branch Library with Senator Manchin's staff. The main issue discussed was funding of the federal Library Services and Technology Act (LSTA). The West Virginia Library Commission administers $1.4 million in LSTA funds allocated by formula to West Virginia to provide statewide access to online databases and support for automated systems and telecommunications networks, among other programs.

- Library staff continue to be involved with the Imagine Charleston planning process. These meeting have been having a positive effect on the library profile. A public forum on the plan is scheduled for later in the week, which Library staff will attend.

- Mr. Engelbert thanked the many KCPL staff, Volunteens and Friends members who helped make the Summer Library Club Kickoff a great success, and made special mention of Toni Blessing, Judy Polak, Julie Spiegler, and Ellie Teaford who planned and organized the many events that comprised the Kickoff.

Staff Report: Welcome to Riverside

Ms. Piece welcomed the Board to the Riverside Public Library. She gave an overview of the building and the relationship between the library and the school. Riverside also provides the staffing for the Glasgow and Marmet Branches. The Mobile Library is housed at the Riverside Branch. The staff work area, loading dock and garage facility are located on the other side of the building. Ms. Pierce invited Board members to enjoy refreshments and tour the library after the meeting, taking particular notice of the remarkable Space Shuttle in the children's department, built by staff member Diana Dyer and her family. Ms. Pierce proudly introduced Ms. Susan Saylor, winner of the 2012 Linda G. Wright Award for Excellence in Library Service.

Staff Report: SLC Kickoff Report

The kickoff events for SLC were held June 1st and 2nd. Ms. Wooten presented a photo slide show of "Reading is a Blast" to accompany her overview. On Friday evening, Homer Hickam gave a lecture at the Civic Center. A NASA travelling exhibit and the KCPL Mobile Library were also on hand. Mr. Hickam also participated in a private "meet & greet" before the event, and stayed after his speech to sign books and other items for all attendees. Mr. Hickam has graciously offered to meet the winner of the essay contest sponsored by the Library which includes a trip for four to the "Space Camp" in Huntsville, Alabama.

On Saturday, the action moved to Towne Centre Mall. Clendenin Street was closed for rocket making and launching, and the NASA travelling exhibit, the Astronomical Society and the KCPL Mobile Library were also there. Craft and game activities for children and summer reading and library card sign up were held inside the Mall. The Library also had staff at the Clay Center for summer reading and library card sign up. Library Card holders received free entry to the Clay Center.

REPORTS OF COMMITTEES:

Nominating Committee. Ms. Rugeley reported that the Nominating Committee met on June 5th and recommends the following slate of officers of the KCPL Board of Directors for fiscal year 2012-2013:

Mr. Mike Albert	President
Ms. Elizabeth Lord	First Vice President
Ms. Cheryl Morgan	Second Vice President
Mr. Alan Engelbert	Secretary/Treasurer

Mr. Albert called for nominations from the floor. Hearing none, he reminded the Board that nominations could also be made at the Annual Meeting on July 6th, at which election of officers will take place.

OLD BUSINESS:

Update: Building Consultant – Request for Proposal Document. Board members received a draft copy of the RFP for a Building Consultant. Mr. Albert provided a brief history of planning for the new Main Library and revisions that have taken place over the last decade. The Building Consultant will be asked to review the services, estimates and assumptions that underlie the Main Library plans given the changes that have occurred in library service over the past 10 years. Proposals received will be reviewed by the Building Committee and a recommendation will be forwarded to the Board, probably at the August meeting.

NEW BUSINESS:

Establish Date, Time and Place, Continuation of Annual Meeting: The Annual Meeting takes place on the first Friday in July, with a continuation scheduled for a date, time and place determined by the Bard. After discussion, it was agreed that the Continuation of the Annual Meeting will be held Monday, July 16, 2012 at 3:00 p.m. at the Elk Valley Branch Library. A brief business meeting will take place to approve Minutes and approve payment of bills, followed by a program.

Resolution in Honor of Service – Karen Woody. Upon a motion duly made and unanimously approved, the following resolution was approved.

WHEREAS, Ms. Karen Woody has served the Kanawha County Public Library with ability and dedication as a member of the Board of Directors since 2000; and

WHEREAS, Ms. Woody has furthered the aims and purposes of this institution by her conscientious service as a member of this Board and as a member of several committees of this Board.

NOW, THEREFORE BE IT

RESOLVED, That the Board of Directors wishes to give its heart-felt thanks and appreciation to Ms. Karen Woody for her loyal and dedicated service to the Kanawha County Library; and be it further,

RESOLVED, That this expression of appreciation and esteem be spread upon the minutes of this meeting and that a copy be presented to our colleague, Ms. Karen Woody.

Reminder - Annual Meeting: The Annual Meeting will be held Friday, July 6, 2012 at 9:00 a.m. in the Ray Room at the Main Branch Charleston.

There being no further business the meeting was adjourned.

President

Secretary

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